Whether you are a new or returning student at the Corcoran College of Art + Design, I would like to take this opportunity to welcome you. The Corcoran is a unique institution where students, faculty, and all Corcoran staff share a dedication to art. On behalf of the faculty, staff, and the Corcoran community, let me wish you great success in your time at the College.

I encourage you to take advantage of the wide variety of opportunities and resources available only to Corcoran students. This handbook explores everything from academic policies to scholarships and beyond. While it does not contain all the answers, it will assist you in finding them. We share your goals and want to help you achieve them.

Kirk Pillow
Provost and Dean

Best wishes to you while you discover your bright future here at the Corcoran.
ACADEMIC POLICIES FOR UNDERGRADUATE STUDENTS ........................................ 38
I. Knowledge of Academic Policies ................................................................. 38
II. Academic Progress ..................................................................................... 38
III. Academic Load .......................................................................................... 38
IV. Academic Standing ................................................................................... 38
V. Academic Probation ................................................................................... 38
VI. Academic Suspension ............................................................................... 40
VII. Academic Dismissal ................................................................................ 40
VIII. Change of Academic Program ................................................................. 41
IX. Grading System for Undergraduate Students ......................................... 41
ACADEMIC POLICIES FOR GRADUATE STUDENTS ........................................ 45
I. Knowledge of Academic Policies ................................................................. 45
II. Academic Progress ..................................................................................... 45
III. Academic Load .......................................................................................... 45
V. Academic Probation ................................................................................... 47
VI. Academic Suspension ............................................................................... 47
VII. Academic Dismissal ................................................................................ 47
VIII. Change of Academic Program ................................................................. 47
IX. Grading System for Graduate Students .................................................... 47
GENERAL ACADEMIC POLICIES .................................................................. 52
I. Academic Appeals Committee ..................................................................... 52
II. Academic Appeals ....................................................................................... 53
III. Excused Absences ..................................................................................... 53
IV. Class and Faculty Evaluations .................................................................... 54
V. E-mail Policy ................................................................................................ 54
VI. Immunization Requirements ...................................................................... 54
VII. Criminal Background Checks ................................................................... 54
VIII. Ownership and Retention of Student Work ........................................... 55
IX. Transcripts .................................................................................................. 55
HONOR CODE ................................................................................................. 56
I. VIOLATIONS ................................................................................................. 56
II. Responsibility of the Faculty ....................................................................... 57
III. Responsibility of the Students .................................................................. 57
IV. Procedure for Reporting a Violation ......................................................... 58
V. Appearance of Witnesses ............................................................................ 58
VI. Penalty ......................................................................................................... 58
VII. Appeal Process .......................................................................................... 59
IX. Records ....................................................................................................... 59
X. Honor Committee ........................................................................................ 60
XI. CHALLENGING THE WITHDRAWAL OF COMMITTEE MEMBER(S) .... 60
FINANCIAL AID ............................................................................................... 61
I. General Information .................................................................................... 61
II. Free Application for Federal Student Aid (FAFSA) ..................................... 61
III. Corcoran Scholarships and Grants ............................................................... 62
IV. State and Federal Programs for Undergraduate Students ....................... 62
V. State and Federal Programs for Graduate Students .................................... 63
VI. Private (non-federal) Education Loans ....................................................... 63
VII. PerCanadian Lender List .......................................................................... 63
VIII. Federal Work Study (FWS) ...................................................................... 63
IX. Corcoran Graduate Assistantships ............................................................. 64
X. Other Forms of Aid ...................................................................................... 64
XI. Awards ........................................................................................................ 64
Corcoran College of Art + Design

**Director**

Kirk Pillow
Provost and Dean
kpillow@corcoran.org
(202) 639-1803

Anne Beecroft
Associate Dean of Enrollment
abeecroft@corcoran.org
(202) 639-0981

John Dickson
Assoc. Dean of Student Affairs
jdickson@corcoran.org
(202) 639-1843

Elizabeth Rodgers
Executive Assistant to the Provost and Dean
erodrigues@corcoran.org
(202) 639-0985

Lorraine Schmidt
Advisor, Exhibition Design
lschmidt@corcoran.org
(202) 298-2540

Susan Moran
Advisor, Graduate Interior Design
smoran@corcoran.org
(202) 298-2546

Kerry McAlen-Keeley
Director, Art and the Book
kmcaleen-keley@corcoran.org
(202) 298-2541

Chairs and Program Directors—Undergraduate

Andy Grundberg
Associate Dean of Undergraduate Studies; Chair, Photography
agrundberg@corcoran.org
(202) 639-1817

Francisco Guerrero
Interim Chair, Undergraduate Design
fguerrero@corcoran.org
(202) 298-3867

Dennis O’Neill
Chair, Fine Art
donell@corcoran.org
(202) 639-1809

Casey Smith
Interim Chair, Academic Studies
csmit@corcoran.org
(202) 639-1809

Rick Wall
Chair, Foundations
rwall@corcoran.org
(202) 639-2498

Department Coordinators and Advisors

Margaret Adams
Technology Coordinator, Adjunct Photography Faculty
madams@corcoran.org
(202) 639-1843

Muriel Hasbun
Coordinator and Associate Professor, Fine Art Photography
mhasbun@corcoran.org
(202) 639-0980

Lorraine Schmidt
Advisor, Undergraduate Interior Design
lschmidt@corcoran.org
(202) 298-2541

Susan Sterner
Coordinator, Photojournalism
ssterner@corcoran.org
(202) 639-0980

Continuing Education

Doris Ostrander
Director of Continuing Education
dostander@corcoran.org
(202) 298-2541

Katie Ombreg
Continuing Education Advisor
crvidmar@corcoran.org
(202) 298-2541

Office of the Registrar

Registrar’s Office
registras@corcoran.org
(202) 639-1820

Ariana Ortega
Assistant Registrar
aortega@corcoran.org
(202) 639-0989

Brian O’Donoghue
Assistant Registrar
bodone@corcoran.org
(202) 639-0989
### August 2009
- Fall 2009 tuition due (2% late payment fee after this date) 3:00 minimum
- Consortium Fall registration deadline (outgoing)
- Consortium Fall registration deadline (incoming)
- Fall orientation
- New student move-in

### September 2009
- Fall semester: first day of class (degree student late fee)
- Labor Day (College closed)
- Last day to add*

### October 2009
- Study Abroad/Flexibility applications due for the Spring semester (deadline independent of specific programs; students must meet with the director of academic advising 10 days prior)
- Last day to drop* (no refunds after this date)*

### November 2009
- Fall 2010 degree student advising and registration begins for Corcoran Members
- Portfolio Reviews, North Atrium
- Thanksgiving Day
- Thanksgiving recess (College closed)

### December 2009
- New Year's Day (College closed)
- Winter recess (College closed)
- Family and Alumni Weekend
- Columbus Day (College open; class in session)
- Veterans Day (College open; class in session)

### January 2010
- Daylight savings time begins
- Martin Luther King Jr. Day (College closed)
- Spring semester first day of classes (degree student late registration fee begins - $2.50 late fee)
- Last day to resolve Fall 2009 incomplete grades

### February 2010
- Last day to add*
- Study Abroad and Mobility applications due for the Fall 2010 semester (deadline independent of specific programs; students must meet with the director of academic advising to dates prior)
- President's Day (College closed)
- Monday classes meet this Wednesday. Wednesday only classes do not meet

### March 2010
- Spring semester (no refunds after this date)*
- Add/withdraw deadline
- Summer and Fall 2010 registration materials available for degree students
- Application for Degree submission begins for Summer and Fall 2010
- Daylight savings time begins
- Spring recess (College open, classes do not meet)
- Orientation leader and resident assistant applications due
- New Student Orientation
- Martin Luther King Jr. Day (College closed)

### April 2010
- Spring semester (no refunds after this date)*
- Study Abroad/Flexibility applications due for the Spring semester (deadline independent of specific programs; students must meet with the director of academic advising 10 days prior)
- Spring tuition invoices mailed
- Grades due from faculty on academic courses

### May 2010
- Graduation speaker applications are due to Office of Student Affairs
- Daylight savings time begins
- Summer and Fall 2010 registration materials available for degree students
- Application for Degree submission begins for Summer and Fall 2010
- Last day to withdraw

### June 2010
- Application for degree completion for undergraduate students
- Orientation leader and resident assistant applications due
- Summer and Fall 2010 degree student advising and registration begins

### Registration Deadlines
<table>
<thead>
<tr>
<th>Course Type</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2009</td>
<td>September 1</td>
<td>Registration begins</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>September 15</td>
<td>Add deadline</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>September 20</td>
<td>Last day to add*</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>November 1</td>
<td>Registration begins</td>
</tr>
</tbody>
</table>

### Important Dates
- Fall 2010: All students living in Corcoran housing must vacate the building at 48 hours after their last class by today for winter break
- Fall 2010: All-Student Assembly, Auditorium
Corcoran Ball (Access to the Downtown Campus may be limited)

Application for Degree deadline for Summer and Fall

Spring semester: last day of classes

Graduation dates: Undergraduate (Session I) May 24

Graduation dates: Undergraduate (Session II) June 21

Summer Session II/Full Summer Session: make-up days for classes canceled for inclement weather/emergencies

Vacations:

Independence Day observed (College closed; classes do not meet)

Easter (College closed, classes do not meet)

For students living in Concoran housing:

All-Senior Advise ends (studio and undergraduate academic courses)

Continuing Education late registration begins

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity 

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)

Camp Creativity begins

Camp Creativity ends

Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)
Corcoran College of Art + Design

**EXHIBITIONS AT A GLANCE**

**Corcoran College of Art + Design**

**August**

- 24-September 4: Curran Staff Exhibition, White Walls

- August 19-September 20: Corcoran Faculty Exhibition 2010, Gallery 31

- August 31-September 11: Pre-College Faculty, White Halls

- September 23-October 1: Fine Art Thesis Preview, White Walls

- September 23-October 18: Alumni Exhibition, Gallery 31

- September 28-October 9: San Miguel Study Abroad, White Halls

- October 1-October 18: Photography Thesis Preview, White Walls

- October 12-November 23: Resources, White Halls

- October 21-November 15: Photoavengers, Gallery 31

- October 26-November 8: Resources, White Halls

- November 2-November 15: Fine Art Photography Thesis Preview, White Walls

- November 9-November 20: Second Year Fine Art, White Halls

- November 16-November 27: Fine Art Senior Thesis Preview, White Halls

- November 18-December 13: Continuing Education Juried Exhibition, Gallery 31

- November 20: Open, Georgetown Campus

- November 21-December 4: Graduate Foundations Exhibition, White Halls

- December 7-December 18, Education Program Partnerships, White Halls

- December 8-January 24: BFA Juried Exhibition, Gallery 31

- January 11-January 22: Text Installation, White Walls

- January 23-February 5: Sculpture Annual Exhibition, White Walls

- February 1-February 12: Digital Media Design Exhibition, White Halls

- February 3-February 7: Journalism Senior Thesis Exhibition I, Gallery 31

- February 8-February 14: Second Year Fine Art Exhibition, White Walls

- February 10-February 14: Photography Senior Thesis Exhibition II, Gallery 31

- February 15-February 26: Graphic Design Exhibition, White Halls

- February 20-February 27: Fine Art Photography Senior Thesis Exhibition I, Gallery 31

- February 22-March 5: Third Year Fine Art Exhibition, White Walls

- February 24-February 28: Fine Art Photography Senior Thesis Exhibition II, Gallery 31

- March 1-March 12: Ceramics Annual, White Halls

- March 3-March 7: Fine Art Senior Thesis Exhibition I, Gallery 31

- March 8-March 18: Third Year Photography Exhibition, White Walls

- March 18-March 21: Fine Art Senior Thesis Exhibition II, Gallery 31

- March 22-April 2: Third Year Fine Art Photography Exhibition, White Walls

- March 24-March 28: Fine Art Senior Thesis Exhibition III, Gallery 31

- March 29-April 14: Foundations, White Halls

- March 30-April 4: Fine Art Senior Thesis Exhibition IV, Gallery 31

- April 1-April 5: Second Year Photography Exhibition, White Walls

- April 7-April 11: Fine Art Senior Thesis Exhibition V, Gallery 31

- April 14-April 18: Printmaking Portfolio, Gallery 31

- April 19-April 30: All Art Education, White Walls

- April 21-April 25: Masters of Art in Teaching Exhibition, Gallery 31

- April 26-May 14: Associates of Fine Art Exhibition, White Halls

- May 8-May 28: Graphic Design Thesis Exhibition, Rotunda

- May 28-May 31: Masters of Art in Education, Gallery 31

- May 31-June 4: All-Senior Exhibition, Corcoran Gallery of Art

- May 31-June 25: Masters of Art in Teaching Graduate Exhibition I, Gallery 31

- June 23-June 25: Masters of Art in Teaching Graduate Exhibition II, Gallery 31

- July 3–July 9: June ArtReach Expressions, Gallery 31

---

**CORCORAN GALLERY OF ART EXHIBITION SCHEDULE**

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


**September 12, 2009-January 3, 2010: Sargent and the Sea**

This section contains a comprehensive list of administrative channels through which information is available. Its main purpose is to let students know where to go with questions or concerns regarding specific issues. Except under circumstances where great confidentiality is warranted, and to avoid confusing information flow and response delay, each contact will respond to your request only if you follow the proper order of inquiry. This list contains contact persons in the order they should be approached if assistance is needed.

**Advisement/Curricular Matters**
1. Advisor
2. Chair or Program Director
3. Director of Academic Advising
4. Associate Dean of Student Affairs

**Grading Issues**
1. Instructor
2. Chair or Program Director
3. Director of Academic Advising
4. Academic Appeals Committee

**Financial Aid**
1. Director of Financial Aid
2. Associate Dean of Enrollment
3. Resident Assistant
4. Director of Housing
5. Associate Dean of Student Affairs

**Tuition Payments**
1. Student Accounts Manager
2. Director of Student Financial Services
3. Director of Finance

**Transfer Credit**
1. Admissions Office (prior to matriculation)
2. Director of Academic Advising

**Student Records/Transcripts**
1. Registrar’s Office
2. Registrar
3. Associate Dean of Enrollment
4. Kurtz Loan
5. Coordinator of Student Affairs
6. Associate Dean of Student Affairs

**Non-academic Issues**
1. Associate Director of Student Affairs
2. Associate Dean of Student Affairs

**International Students**
1. Director of Academic Advising
2. Study Abroad/Hostility
3. Director of Academic Advising
4. Associate Dean of Student Affairs

**Accreditation**

The Corcoran College of Art + Design is accredited by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104). The Corcoran is also an accredited institutional member of the National Association of Schools of Art and Design (NASAD). The College is licensed to grant degrees by the Government of the District of Columbia’s Educational Licensure Commission.
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 at least 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 the Family Educational Rights and Privacy Act (FERPA) can be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue NW
Washington, DC 20202-5901

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.

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.
REGISTRATION POLICIES

I. INTRODUCTION

The Office of the Registrar serves students, faculty, staff, and alumni 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.

II. REGISTRATION

Students are responsible for registering properly and meeting tuition deadlines. Students should confirm their enrollment on corcboard.corcoran.edu. Students unable to access their board accounts should contact the Office of the Registrar at registrar@corcoran.org or (202) 639-1820. Incomplete registration 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 Student 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, the chair, or the director of academic advising 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 course cancellations due to low enrollment are determined two–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.

Students must register for all courses they intend to take no less than seven days before the first class of an undergraduate course to avoid potential penalties.

Students are penalized up to the add/drop deadlines during the semester in question, but initial advanced registration is important. Because course cancellations due to low enrollment are determined two–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.

Students who report they attended classes but were not on the official class roster following the last day to drop classes without a refund are allowed under extraordinary circumstances. Students who report 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. 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 withdraw for non-credit, but academic courses, may not be repeated for credit unless a seminar or special topic is rotated. Graduate students need permission from their chairs or program directors 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.

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. 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.

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 chairs or program directors 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.

Students who report 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. 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.

The last day to withdraw from classes with a grade of W is 10 days 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, associate dean of enrollment, or the director of academic advising and are only allowed under extraordinary circumstances.

After the withdrawal deadline, an F will be assigned for non-attendance. In order to avoid this notation, students who have extenuating circumstances which will require absences or missing assignments may wish to consider requesting an Incomplete (see Incomplete policy section for more information).

IV. 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. 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 chairs or program directors 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.

Undergraduate Policies

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.
for financial aid requirements, or minimum enrollment requirements for a status. Students may audit only one course per semester. Audited courses do not satisfy any degree.

Auditing requires the approval of the student’s chair or program director, as well as the chair or program director of the department offering the course, if different. Audits are on a space-available basis, according to priorities set by the College. Audit requests are made by one individual, that individual will get priority consideration on a case-by-case basis, according to priorities set by the College. Audit requests are considered on a case-by-case basis, and before the start of the class. To register during the normal registration period, and before the start of the class. To

The option to audit applies to classroom and studio courses, but not to independent projects, and do not need or desire extensive course participation in critique of student work, or not; or to participate actively in discussions or interactive activities or not. 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 that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades.

The institute will establish the class expectations where students registered for credit study side by side with auditors. For example, auditors may be expected to do assignments, or not; in participation of the student work, or not; or to participate actively in discussions or interactive activities or not.

VI. DIRECTED STUDIES
This option is appropriate for degree students who want access to independent faculty supervision, lab areas, and supplies for independent projects, and do not need or desire extensive course participation in critique of student work, or not; or to participate actively in discussions or interactive activities or not.

A. credits. Bachelor’s students exceeding this credit limit must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades.

B. Freshman Foundation students and Continuing Education students are responsible for any lab fees associated with a course.

C. Auditors should register during the normal registration period, and before the start of the class. To

D. Auditing requires the approval of the student’s chair or program director, as well as the chair or program director of the department offering the course, if different. Audits are on a space-available basis, according to priorities set by the College. Audit requests are made by one individual, that individual will get priority consideration on a case-by-case basis, according to priorities set by the College. Audit requests are considered on a case-by-case basis, and before the start of the class. To register during the normal registration period, and before the start of the class. To

E. The option to audit applies to classroom and studio courses, but not to independent projects, and do not need or desire extensive course participation in critique of student work, or not; or to participate actively in discussions or interactive activities or not. 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 that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades. Bachelor’s students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and chair or program director. The directed studies instructor will be responsible for working with the student to establish project goals, oversee progress, and determine final course grades.
I. Leave of Absence and Withdrawal Policies

Students who wish to take a leave of absence for a limited period of time should discuss their intentions with their chair or program director. Permission of leave must be approved by the associate dean of student affairs, associate dean of enrollment, or the director of academic advising. 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 subject to 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.

Students who wish to officially and voluntarily withdraw from the Corcoran College of Art + Design's degree program must do the following:

1. Schedule an appointment with the associate dean of student affairs, the associate dean of enrollment, or the director of academic advising for an initial discussion and receipt of the Corcoran's withdrawal checklist.
2. Meet with the director of financial aid to determine how a withdrawal will affect their financial aid eligibility and/or loan status. 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 subject to 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.
3. Meet with the student accounts manager to settle all due fees and/or deposits.
4. Submit the signed withdrawal checklist to the dean of enrollment or the director of academic advising. Students who wish to officially withdraw must make an appointment with the dean of enrollment or the director of academic advising.
5. Meet with the director of academic advising. Students who receive financial aid must meet with the director of financial aid to discuss 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 lab, library, and parking.

Financial Withdrawal

Students who have not fulfilled their financial obligations to the Corcoran College of Art + Design for the current and/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. Students who are unable to attend class regularly or fulfill course requirements for health reasons are subject to administrative withdrawal.

Non-Enrollment Withdrawal

Students who have not enrolled for three semesters and who have not officially withdrawn from the College are subject to administrative withdrawal. Application for readmission is required for consideration for future degree enrollment for any type of withdrawal.

Federal Title IV Withdrawal

If a recipient of Title IV aid (federal aid) withdraws before the end of a semester, federal regulations require that the Corcoran calculate the amount of Title IV funds “earned” by the student. The Corcoran uses a pro-rata schedule, whereby the percentage of aid that is earned is based upon the days the student was scheduled to attend (minus any scheduled breaks) up to the date of withdrawal. Any and all unearned portions of Title IV federal aid must be returned to the respective Title IV programs. These unearned funds are referred to as overpayments. The maximum grant overpayment that must be repaid is 90% of the grant funds that were received or that were scheduled to be received. Students may make repayment arrangements with the Corcoran or contact the Department of Education. If you have any questions about your Title IV funds, you may call the Federal Student Aid Information Center at (800) 433-3243.

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 chair or program director and the associate dean of enrollment, or the director of academic advising. Graduate students should contact their chair or program director regarding transfer credit policies pertaining to their programs.
Students may also be required to repay other federal, state or private student financial aid programs based on the terms and conditions associated with those programs.

EDUCATIONAL PARTNERSHIPS AND PROGRAMS

1. CONSORTIUM REGISTRATION POLICIES 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, Trinity University*, University of the District of Columbia, and University of Maryland, College Park.

Corcoran College of art + design
You must demonstrate the relevance of the proposed course to your academic and/or post-college goals. If the chair or program director 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 requirements for substituting, and obtain signatures from the chair or program director and the associate dean of enrollment. Submit this completed form to the registrar, who serves as 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 at the visiting institution. Students should present their Consortium registration cards to the visiting institution instructor, but also keep copies as registration cards at the Corcoran for billing, financial aid, and payment purposes.

You must demonstrate the relevance of the proposed course to your academic and/or post-college goals. If the chair or program director 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 requirements for substituting, and obtain signatures from the chair or program director and the associate dean of enrollment. Submit this completed form to the registrar, who serves as 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 at the visiting institution. Students should present their Consortium registration cards to the visiting institution instructor, but also keep copies as registration cards at the Corcoran for billing, financial aid, and payment purposes.

You must demonstrate the relevance of the proposed course to your academic and/or post-college goals. If the chair or program director 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 requirements for substituting, and obtain signatures from the chair or program director and the associate dean of enrollment. Submit this completed form to the registrar, who serves as 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 at the visiting institution. Students should present their Consortium registration cards to the visiting institution instructor, but also keep copies as registration cards at the Corcoran for billing, financial aid, and payment purposes.
for undergraduate academic and art courses or any graduate-level course in interior design. Graduate-level registration requires that visiting students enroll in graduate-level degree programs at their home institutions.

Exclusions:
- Required Bachelor’s classes not open to the public are not eligible for cross-registration. These include, but are not limited to, Freshman Foundation classes, 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 those offered at the Smithsonian and Botanic Gardens.

Tuition and Fees:
Tuition is directly to the home institution. All lab fees are additional, and must be paid directly to the Corcoran by the student. Lab fees cover the cost of some materials, use of equipment, and model expenses, as appropriate; however, students may be required to purchase additional supplies.

Parking permits are available, space permitting, at the Continuing Education rates for those enrolled in classes at the Corcoran’s Georgetown campus. For more information please visit www.corcoran.edu/georgetown

All registration is coordinated by the registrar, who serves as the Corcoran’s Consortium coordinator.

Required Bachelor’s classes not open to the public are not eligible for cross-registration. These include, but are not limited to, Freshman Foundation classes, Core classes, and Introduction to Sculpture, and Introduction to Printmaking for Fine Art.

Mobility:
Undergraduate 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 40 institutions. Interested students may apply for assistance in selecting the most beneficial program for their educational and career goals, interests, and abilities applications are submitted by the Office of Student Affairs (not by the individual student).

The mobility program is open to full-time Bachelor’s students in their junior year who are in good academic standing, have their class dean’s or director’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
- Cleveland College of Art; Cleveland, Ohio
- College of Creative Studies; Detroit, Michigan
- Columbus College of Art and Design; Columbus, Ohio
- Cooper Union School of Art; New York, New York
- Corcoran College of Art + Design; Washington, D.C.
- Cornish College of the Arts; Seattle, Washington
- Emily Carr Institute of Art and Design; Vancouver, B.C., Canada
- Kent State University; Kent, Ohio
- 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
- 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
- Philadelphia College of Art; 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
- Savannah College of Art and Design; Savannah, Georgia
- Seattle Institute of Arts and Design; Seattle, Washington
- Ringling College of Art and Design; Sarasota, Florida
- San Francisco Art Institute; San Francisco, California
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, and printmaking. Concentrations are available for students pursuing the Bachelor’s degree in Fine Art. See the chair of the Fine Art for further information about fine art concentrations.

viii. CORCORAN CONTINUING EDUCATION
Degreese courses can choose from dozens of Continuing Education's studio, 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 adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.

Students are encouraged to take advantage of these opportunities to adjust their elective requirements within their prescribed programs of study.
ACADEMIC POLICIES FOR UNDERGRADUATE STUDENTS

I. KNOWLEDGE OF ACADEMIC POLICIES

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

II. ACADEMIC PROGRESS

Academic progress is the standard by which progress toward a degree is measured in terms of both quality (grades) and quantity (number of credits earned towards graduation). Quantity is measured both in terms of total number of years needed to complete the program as well as required minimum annual and/or per semester credits completed.

Note: a passing grade of D- or higher is required in order for credits to be considered completed.

Students are responsible for keeping track of their academic progress at all times: monitoring the credits they earned towards graduation. Students with questions about their academic progress should contact their chair or program director for clarification.

III. ACADEMIC LOAD

Associate of Fine Arts Degree (AFA)

Sixty-six credits are required to earn an AFA degree. Though students are free to pursue an Associate’s degree full-time (12-18 credits per term), the program caters primarily to part-time students. Students must complete at least 11 credits per year and the entire program in six years or less.

Bachelor of Arts and Bachelor of Fine Arts Degrees (BA/BSFA)

One hundred and twenty credits are required to earn a BA or BFA degree for students matriculating as freshmen in Fall 2009 or after. All other students require 126 credits to earn their degree. Bachelor’s students are required to carry a full-time load. The minimum full-time load for bachelor’s students is 12 credits per semester (excluding summer) and the completion of at least 21 credits per year. Audited and non-credit classes do not count toward the minimum full-time load. The maximum full-time load 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.

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. For continuously enrolled bachelor’s students, the program should be completed within six years. In all cases, the maximum time limit for completing undergraduate degree requirements is ten years from time of matriculation at the Corcoran. Students should request a leave of absence prior to the semester(s) of planned academic inaction.

Undergraduate students may petition the Academic Appeals Committee in cases where extenuating circumstances prevent completion of the program within the time limits and/or benchmark credits per annum as stated above.

iv. ACADEMIC STANDING

There are four categories of undergraduate academic standing: good, probation, suspension, and dismissal.

vi. ACADEMIC PROBATION

Good Academic Standing: Associate’s Students

Associate’s students must maintain a minimum of a 2.0 cumulative GPA for good academic standing.

Good Academic Standing: Bachelor’s Students

Bachelor’s students matriculating as freshmen in Fall 2009 or after must meet the following conditions to remain in good academic standing: maintain a minimum semester and cumulative GPA of 2.0, a minimum cumulative GPA in the student’s major of 2.5, and make satisfactory academic progress towards their degree (see above).

All other Bachelor’s students must meet the following conditions to remain in good academic standing: maintain a minimum semester and cumulative GPA of 2.0 and must receive C or better in each required course.

v. ACADEMIC PROBATION

Associate’s Students

Failure to receive at least a 2.0 semester or cumulative GPA for good academic standing will result in a notation of academic 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 12 credits with a cumulative GPA of 2.0 or more, and receive 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 Associate’s degree program. Academic dismissal will also occur if

Good Academic Standing: Bachelor’s Students

Bachelor’s students matriculating as freshmen in Fall 2009 or after must meet the following conditions to remain in good academic standing: maintain a minimum semester and cumulative GPA of 2.0, a minimum cumulative GPA in the student’s major of 2.5, and make satisfactory academic progress towards their degree (see above).

All other Bachelor’s students must meet the following conditions to remain in good academic standing: maintain a minimum semester and cumulative GPA of 2.0 and must receive C or better in each required course.

v. ACADEMIC PROBATION

Associate’s Students

Failure to receive at least a 2.0 semester or cumulative GPA for good academic standing will result in a notation of academic 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 12 credits with a cumulative GPA of 2.0 or more, and receive 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 Associate’s degree program. Academic dismissal will also occur if
the cumulative GPA falls below 1.0.

For Bachelor's students matriculating as freshmen in Fall 2009 or after, failure to achieve at least a 2.0 cumulative and semester GPA and/ or failure to achieve a minimum cumulative GPA of 2.5 in the student's degree program. 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, and earn both a minimum 2.0 semester and cumulative GPA as well as a minimum 2.5 cumulative GPA in their major. 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.

VI. ACADEMIC SUSPENSION

Academic suspension may be applied for one or more terms as an alternative to dismissal. Typically this is considered for a student who has exhibited willful academic misconduct and has not demonstrated the potential to eventually succeed. A student on suspension cannot take courses, but does not have to apply for readmission to the Corcoran after the suspension is concluded. This decision is made by the Academic Appeals Committee in consultation with the student’s chair or program director. 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 without expressed permission of the associate dean of student affairs, associate dean of enrollment, or director of academic advising

For Bachelor's students matriculating as freshmen in Fall 2009 or after, failure to earn more than a 1.0 cumulative GPA earnings two consecutive semesters of academic probation, or earning an F in a required Corcoran studio course will result in academic dismissal from the Bachelor's degree program. Students earning a cumulative GPA of 1.0 or failure to remove oneself from academic probation, or earning an F in a required Core studio course will result in academic probation 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 a degree program. Dismissed Bachelor's 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 chair or program director and the associate dean of student affairs, associate dean of enrollment, or the director of academic advising.

VII. ACADEMIC DISMISSAL

Undergraduate students considering a change to their academic program should discuss their intentions with the appropriate chair or program director and the associate dean of student affairs or the director of academic advising. Students should consider their options carefully since changing an academic program can often require additional coursework. Declared/Change of Academic Program forms are available in the Office of the Registrar and online at www.corcoran.edu and should be signed by the student and the chair or program director of the new program, or the director of academic advising and submitted to the Office of the Registrar in order for the change to be finalized.

IX. GRADING SYSTEM FOR UNDERGRADUATE STUDENTS

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 an approved course of study in the Metropolitan Area. No credit above 4.0 is given.

Cumulative GPA is computed at the close of each academic year. The cumulative GPA is 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 an approved course of study in the Metropolitan Area. No credit above 4.0 is given.
The requirements for each class. Students who matriculated prior to 2009–2010 or request an incomplete by the deadlines. Grading policies may differ on absences, missed exams and critiques, and neglecting to withdraw may either have to repeat the course or complete an appropriate equivalent course as determined by the chair or program director regardless of their semester GPA. Due to the cycle of Core courses, students may have to wait up to one year before repeating any courses will be offered again. Students matriculating as freshmen in Fall 2009 or after must maintain a minimum cumulative GPA of at least 2.0 as well as a minimum cumulative major GPA of 2.5.

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Very high quality work</td>
</tr>
<tr>
<td>A-</td>
<td>Outstanding achievement</td>
</tr>
<tr>
<td>B+</td>
<td>Above average achievement</td>
</tr>
<tr>
<td>B</td>
<td>Slightly above average achievement</td>
</tr>
<tr>
<td>B-</td>
<td>Well above average achievement</td>
</tr>
<tr>
<td>C+</td>
<td>Outstanding achievement</td>
</tr>
<tr>
<td>C</td>
<td>Slightly below average work*</td>
</tr>
<tr>
<td>C-</td>
<td>Failure, no credit*</td>
</tr>
<tr>
<td>D+</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>D</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>D-</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>n/a</td>
<td>Grade not reported</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Very high quality work</td>
</tr>
<tr>
<td>A-</td>
<td>Outstanding achievement</td>
</tr>
<tr>
<td>B+</td>
<td>Above average achievement</td>
</tr>
<tr>
<td>B</td>
<td>Slightly above average achievement</td>
</tr>
<tr>
<td>B-</td>
<td>Well above average achievement</td>
</tr>
<tr>
<td>C+</td>
<td>Outstanding achievement</td>
</tr>
<tr>
<td>C</td>
<td>Slightly below average work*</td>
</tr>
<tr>
<td>C-</td>
<td>Failure, no credit*</td>
</tr>
<tr>
<td>D+</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>D</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>D-</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>n/a</td>
<td>Grade not reported</td>
</tr>
</tbody>
</table>

Undergraduate students will receive mid-term grades in all courses taken for credit. Mid-term grades will not become part of the permanent academic record and will be factored into neither term nor cumulative GPAs. They are simply indications of performance at the mid-point of the term. Mid-term grades are not eligible for requests for Incomplete or Change of Grade requests since they are not part of the student's permanent record.

Mid-term Grades

Undergraduate students will receive mid-term grades in all courses taken for credit. Mid-term grades will not become part of the permanent academic record and will be factored into neither term nor cumulative GPAs. They are simply indications of performance at the mid-point of the term. Mid-term grades are not eligible for requests for Incomplete or Change of Grade requests since they are not part of the student's permanent record.

Academic Warning

Undergraduate students whose work falls below the C grade level at any point during a semester will receive a warning that indicates 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 academic warning form following their discussion.

Completed forms should be submitted to the Office of the Registrar. Students may have one academic warning. Warnings will receive a letter informing them of a required meeting with the associate dean of student affairs.

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. Grades changes will not be considered until the instructor submits a change-of-grade form to the Office of the Registrar.

Incomplete Grade

In case of grades 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 course work completion is unavoidable and justifiably delayed. Students must submit a petition to the Dean of Admissions for their course work has already been satisfied. Faculty can refuse requests for incomplete grades if the reasons provided are deemed insufficient. An incomplete grade is a temporary deferral of a final grade pending course work completion is unavoidable and justifiably delayed. Students must submit a petition to the Dean of Admissions for their course work 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 who have 30 days following the last day of class to complete the missing work. Faculty members may set a shorter deadline or extend the deadline on a case-by-case basis as long as the deadline is the same for all students. 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.

Grade Not Reported

A notation of Incomplete on a transcript indicates that the instructor has failed to submit a grade. By the end of the following semester, if attempts to secure a grade from the instructor are unsuccessful, the course is replaced with an F. Grades that revert to F may have retroactive implications for academic standing. Incomplete grades are not calculated into student's permanent academic record. Any work submitted to improve a grade after the final grade has been assigned will not be accepted. Grades changes will not be considered until the instructor submits a change-of-grade form to the Office of the Registrar. Incomplete grades are not calculated into students’ permanent academic record.

In the event of grades 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 course work completion is unavoidable and justifiably delayed. Students must submit a petition to the Dean of Admissions for their course work 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.

Dean’s List

Associate’s students carrying a minimum of six credit hours and achieving a semester GPA of 3.5 or greater are placed on the Dean’s List. Bachelor's students with a minimum of 12 credit hours and achieving a semester GPA of 3.5 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.
X. GRADUATION REQUIREMENTS FOR UNDERGRADUATE STUDENTS

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 not applicable to a given degree. Undergraduate students who need six credits or less to fulfill their degree requirements can petition their chair or program director 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 the start of their final semester of enrollment, e.g. in the Fall semester for a Spring 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 may be referred to an outside collections agency (see Outside Collections Agency policy). Collections fees are 25–35% of the principal balance and will be added to the principal amount due. Additionally, students and/or parent(s) will be reported to credit bureaus once a balance is placed with a collections agency.

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 not applicable to a given degree. Undergraduate students who need six credits or less to fulfill their degree requirements can petition their chair or program director 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 the start of their final semester of enrollment, e.g. in the Fall semester for a Spring 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 may be referred to an outside collections agency (see Outside Collections Agency policy). Collections fees are 25–35% of the principal balance and will be added to the principal amount due. Additionally, students and/or parent(s) will be reported to credit bureaus once a balance is placed with a collections agency.

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 not applicable to a given degree. Undergraduate students who need six credits or less to fulfill their degree requirements can petition their chair or program director 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 the start of their final semester of enrollment, e.g. in the Fall semester for a Spring 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 may be referred to an outside collections agency (see Outside Collections Agency policy). Collections fees are 25–35% of the principal balance and will be added to the principal amount due. Additionally, students and/or parent(s) will be reported to credit bureaus once a balance is placed with a collections agency.

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 not applicable to a given degree. Undergraduate students who need six credits or less to fulfill their degree requirements can petition their chair or program director 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 the start of their final semester of enrollment, e.g. in the Fall semester for a Spring 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 may be referred to an outside collections agency (see Outside Collections Agency policy). Collections fees are 25–35% of the principal balance and will be added to the principal amount due. Additionally, students and/or parent(s) will be reported to credit bureaus once a balance is placed with a collections agency.

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 not applicable to a given degree. Undergraduate students who need six credits or less to fulfill their degree requirements can petition their chair or program director 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 the start of their final semester of enrollment, e.g. in the Fall semester for a Spring 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 may be referred to an outside collections agency (see Outside Collections Agency policy). Collections fees are 25–35% of the principal balance and will be added to the principal amount due. Additionally, students and/or parent(s) will be reported to credit bureaus once a balance is placed with a collections agency.
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.

- Master of Arts in Teaching (MAT) students: Full-time enrollment each semester is required for the MAT degree. After one academic year, a student in good standing may request a one-semester or long-term reduction to part-time status, in close consultation with the program director.

- Master of Arts in Education students: Students take at least 12 credits each term (excluding Summer) is required for the Master of Arts in Education degree, with permission of the chair or program director.

- Master of Arts in Exhibition Design: 48 credits in four years; with a minimum 12 credits per year, extension for thesis with permission of the chair or program director.

- Master of Arts in the History of Decorative Arts: 12 credits in four years; with a minimum 3 credits per year, extension for thesis with permission of the chair or program director.

- Master of Arts in the Book: 48 credits in four years; with a minimum 12 credits per year.

- Master of Arts in Art Education: 35 credits in six years; with a minimum 5 credits per year.

Students may petition the Academic Appeals Committee in cases where extenuating circumstances prevent completion of the within the time limits and/or benchmark credits per annum as stated above. 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), except for the Master of Art Education degree, with approval.

Academic load requirements impact eligibility for financial aid, which is governed by separate, external minimums. Students are encouraged to talk 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).

The maximum time limit for completing degree requirements varies according to the specific degree and program as detailed below:

- Master of Arts in Interior Design: 60 credits in four years, with a minimum 15 credits per year, with permission of the chair or program director.
- Master of Arts in Teaching (MAT): 60 credits in four years, with a minimum 15 credits per year.
- Master of Arts in Exhibition Design: 48 credits in four years; with a minimum 12 credits per year, extension for thesis with permission of the chair or program director.
- Master of Arts in the History of Decorative Arts: 48 credits in four years; with a minimum 12 credits per year; extension for examination with permission of the chair or program director.
- Master of Arts in the Book: 48 credits in four years; with a minimum 12 credits per year.
- Master of Arts in Art Education: 35 credits in six years; with a minimum 5 credits per year.
- Master of Arts in Education: 35 credits in six years; with a minimum 5 credits per year.

Students may petition the Academic Appeals Committee in cases where extenuating circumstances prevent completion from the within the time limits and/or benchmark credits per annum as stated above. 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), except for the Master of Art Education degree, with approval.

Academic load requirements impact eligibility for financial aid, which is governed by separate, external minimums. Students are encouraged to talk 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).

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 any reaffirmation of application fee.

Grade Point Average (GPA)

There are three categories of graduate academic standing: good, probation, dismissal. To remain in good academic standing, graduate students must maintain a minimum semester and cumulative GPA of 3.0 and be making satisfactory academic progress towards their degree (see above).

VI. 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 in the semester and earn at least a 3.0 cumulative and semester GPA. Failure to meet these requirements will be considered unsatisfactory academic progress, and will result in academic dismissal from the Master’s degree program.

VII. ACADEMIC DISMISSAL

Students who do not complete the requirements within two years receive a “V” notation on their transcript. Students are required to complete a violation form with the student’s advisor. Students who are academically dismissed and wish to return to George Washington University must reapply to the Academic Appeals Committee and meet all requirements.
Graduate students whose work falls below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar. 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.

**Warning**

**Graduate students whose work falls below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.**

**Instructor** and **Advisor**

**Instructor** and **Advisor** are responsible for submitting change-of-grade forms to the Office of the Registrar. Students receiving academic warnings must maintain at least a 3.0 cumulative GPA to be eligible for graduation. GPA will result in academic probation. In addition, graduate students receiving grades below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.

**Warning**

**Graduate students whose work falls below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.**

**Instructor** and **Advisor** are responsible for submitting change-of-grade forms to the Office of the Registrar. Students receiving academic warnings must maintain at least a 3.0 cumulative GPA to be eligible for graduation. GPA will result in academic probation. In addition, graduate students receiving grades below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.

**Warning**

**Graduate students whose work falls below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.**

**Instructor** and **Advisor** are responsible for submitting change-of-grade forms to the Office of the Registrar. Students receiving academic warnings must maintain at least a 3.0 cumulative GPA to be eligible for graduation. GPA will result in academic probation. In addition, graduate students receiving grades below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.

**Warning**

**Graduate students whose work falls below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.**

**Instructor** and **Advisor** are responsible for submitting change-of-grade forms to the Office of the Registrar. Students receiving academic warnings must maintain at least a 3.0 cumulative GPA to be eligible for graduation. GPA will result in academic probation. In addition, graduate students receiving grades below the B grade level at any time during a semester will receive academic 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 academic warning form following their discussion. Completed forms should be submitted to the Office of the Registrar.
charges, and accounts, including library items and fees, and have a minimum cumulative GPA of 3.0.

- Master of Arts 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.

- Master of Arts 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.

- Master of Arts in Teaching and Master of Arts 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 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 chair or program director 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 program director or academic advisor for more information on maintaining status and fulfilling academic requirements during the assigned period of pre-registration.

- Master of Arts in Art and the Book: Students must complete all academic and studio requirements. Those Art and the Book students who have a studio focus will need to submit and defend a full, cohesive body of work. This will include a final copy of the written thesis. Students with an academic focus will need to submit and defend an extensive written thesis in its final culmination. Art and the Book graduate students must have a completion of 48 credits: with at least 39 credits, finished at the Corcoran. Students must also satisfy all outstanding bills, charges, and accounts, including library items and fees, and have a minimum cumulative GPA of 3.0.

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.
I. ACADEMIC APPEALS COMMITTEE

Responsibility of the Committee

The Academic Appeals Committee’s responsibilities are to investigate and decide upon the following:

- Appeals for non-academic probations, suspensions, or dismissals. Students are strongly advised to save their allowable absences for unforeseen circumstances. Additionally, any student who is late three times in a course will receive a full mark of absence.
- Absences due to religious holidays must be pre-approved by the instructor and student. If the problem is still not resolved, the student should meet with the chair or program director under which the class is taught.
- 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). For more information, please contact the Office of Student Affairs.

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

II. ACADEMIC APPEALS

- Appeal of grade: Students who receive grades that they feel are inappropriate may petition for an academic grade review 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 chair or program director. 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 chair or program director under which the class is taught. A final appeal may be made in writing to the Academic Appeals Committee, whose decision is considered final.


III. EXCUSED ABSENCES

In exceptional circumstances, the associate dean of student affairs, in coordination with the chair or program director, may approve emergency absences for medical or other legitimate purposes. 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 automatically cancelled and the student is placed on academic 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.

For more information, please contact the Office of Student Affairs.
Corcoran College of Art + Design

vii. Criminal Background Checks

Graduate students in Art Education seeking internship placements in educational institutions should be aware that they will be subjected to any criminal background checks required by the site of its workers or by local or state law. Please contact the Art Education program director for more information.

viii. 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.

IX. 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.

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 Kurzto loans.

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 course syllabi that are reviewed on the first day of class.

iv. Class and Faculty Evaluations

At the conclusion of each semester, all students are asked to complete class and faculty evaluation forms. The evaluation is a method of obtaining constructive feedback from students, and it is important that students be honest and thoughtful with their evaluations of course content and teaching methodology. This information is reviewed by the chair or program director of each department and the associate dean of student affairs approximately three weeks after the end of the semester. Copies of these evaluations are mailed to each faculty member so that they can make adjustments accordingly for the new semester. Evaluations are anonymous.

v. 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.

vi. 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 may be required to provide documentation of the immunization 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.

Note: Graduate students in Art Education should be prepared for an extension of immunization requirements beyond age 26 in order to be compliant with the practices of the sites or jurisdictions where these students may be working with children off-site. Please contact the Art Education program director for more information.

vii. Criminal Background Checks

Graduate students in Art Education seeking internship placements in educational institutions should be aware that they will be subjected to any criminal background checks required by the site of its workers or by local or state law. Please contact the Art Education program director for more information.

viii. 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.

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

I. VIOLATIONS

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

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.

II. 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.

III. RESPONSIBILITY OF THE STUDENTS

Students should request a delineation of policy from each instructor if none is given at the beginning of each semester. Students should also request an explanation of any part of the policy they do not understand.
understand. Students are responsible for understanding their instructor’s policies and 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. The duty is enforceable not only 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.

Students are responsible for understanding 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 violating the Honor Code.

v. 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.

vi. 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.

vii. 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 student's permanent record reflects the academic evaluation 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 violating the Honor Code.

v. 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.

vi. 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.

vii. 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 student's permanent record reflects the academic evaluation 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 violating the Honor Code.
accused, the original is returned to the owner and a copy is kept with the records of the Honor Committee. Records resulting in non-academic dismissal are kept in the student’s permanent academic record.

X. HONOR 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.

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 one of three 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 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.

A. CHALLENGING THE WITHDRAWAL OF COMMITTEE MEMBER(S)

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, Associate Director of Student Affairs at (202) 801-810 or smoos@corcoran.org.

B. CHALLENGING THE WITHDRAWAL OF COMMITTEE MEMBER(S) 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, Associate Director of Student Affairs at (202) 801-810 or smoos@corcoran.org.

C. CHALLENGING THE WITHDRAWAL OF COMMITTEE MEMBER(S)

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, Associate Director of Student Affairs at (202) 801-810 or smoos@corcoran.org.

D. CHALLENGING THE WITHDRAWAL OF COMMITTEE MEMBER(S)

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, Associate Director of Student Affairs at (202) 801-810 or smoos@corcoran.org.

II. FINANCIAL AID

I. GENERAL INFORMATION

Recipients of federal and/or Corcoran financial aid must be enrolled or accepted for enrollment in a degree-seeking program. Institutional grants and scholarships are limited to 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) toward 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.

Please note that students moving within the Corcoran from undergraduate to graduate status should be advised that their financial aid awards and options will change immediately and in the longer term. For example, previous undergraduate financial aid awards are not applicable at the graduate level. Applicants interested in financial aid must submit the Free Application for Federal Student Aid (FAFSA) for consideration. Priority application filing date for these forms is February 1st.

II. FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

A completed FAFSA is required for all students interested in need-based aid, including Corcoran grants and scholarships, 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 a 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 00119500. Students are encouraged to complete the FAFSA as soon after January 1st 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.

Please note that students moving within the Corcoran from undergraduate to graduate status should be advised that their financial aid awards and options will change immediately and in the longer term. For example, previous undergraduate financial aid awards are not applicable at the graduate level. Applicants interested in financial aid must submit the Free Application for Federal Student Aid (FAFSA) for consideration. Priority application filing date for these forms is February 1st.

II. FINANCIAL AID

I. GENERAL INFORMATION

Recipients of federal and/or Corcoran financial aid must be enrolled or accepted for enrollment in a degree-seeking program. Institutional grants and scholarships are limited to 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) toward 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.

Please note that students moving within the Corcoran from undergraduate to graduate status should be advised that their financial aid awards and options will change immediately and in the longer term. For example, previous undergraduate financial aid awards are not applicable at the graduate level. Applicants interested in financial aid must submit the Free Application for Federal Student Aid (FAFSA) for consideration. Priority application filing date for these forms is February 1st. 

II. FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) A completed FAFSA is required for all students interested in need-based aid, including Corcoran grants and scholarships, 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 a 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 00119500. Students are encouraged to complete the FAFSA as soon as
III. CORCORAN SCHOLARSHIPS AND GRANTS

Undergraduate students enrolled full-time are eligible to receive Corcoran scholarships and grants. They range from $2,000 to full tuition. Priority consideration is given to students who complete the financial aid application process by the specified priority dates. The Deans Graduate Scholarship is a non-need-based award funded by the Corcoran that recognizes academic achievement and artistic talent. To be eligible, students must also certify compliance with the Selective Service System’s registration requirements. District of Columbia residents interested in the OneApp. For more information, please visit www.seodc.gov or call (202) 727-2824.

State Student Assistance Agency in their state of residence for information and application materials. Some states allow grants to be used for attendance at colleges outside of the state.

The Corcoran College of Art + Design participates in all major financial aid programs offered by the U.S. Department of Education. Eligible students may receive grants of up to $5,350 for the 2009–2010 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 Supplemental Education Opportunity Grants (SEOG) are awarded by the Office of Financial Aid. Eligible students may receive grants of up to $3,500 for the 2009–2010 academic year. These grants are not available to students who have already received a Bachelor’s degree.

Federal Perkins Loan

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.

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 outside of the federal FFELP Loan Program (Direct Loans).

Eligible dependent undergraduate students may borrow federal subsidized loans up to:

- $5,500/year as a first-year student (undergraduate)
- $6,500/year as a second-year student
- $7,500/year as a third- or fourth-year student

The maximum subsidized loan limit for a dependent undergraduate student is $22,000.

Federal Unsubsidized Loans

Dependent undergraduate students are eligible to borrow an Unsubsidized Stafford Loan of up to $5,200 per year. Eligible independent undergraduate students and students whose parents have been declined for the PLUS loan may borrow up to the following amounts in unsubsidized loans:

- $6,000/year as a first- or second-year student
- $7,000/year as third- or fourth-year student

Corcoran College of Art + Design Preferred Lender List (PLL) includes the following lenders:

- Juntos Education Loan Trust (www.tuitionpay.com)
- EDAmerica (www.edamerica.net)
- SunTrust Education Loan Trust (www.suntrusteducation.com)
- Wachovia Bank (www.wachovia.com)
- TuitionPay (www.tuitionpay.com)

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

Graduate students regardless of need. Graduate students may borrow up to the cost of attendance minus any other financial aid received. These loans generally have a higher interest rate than federal loans.

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

VI. 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.

The Corcoran College of Art + Design is unaffiliated with any of the above lenders and does not receive benefits or compensation by placing any particular lender on the list. Corcoran student borrowers are not required to use the lenders on the list and are free to use any lender of their choosing.
XII. AWARDS
Each year during the Spring semester, a number of awards and scholarships are presented to outstanding and exemplary students at the Student Awards Ceremony. Faculty and department chairpersons select the award recipients in accordance with the criteria specified by each department.

XII. NON-NEED-BASED FINANCING OPTIONS

• Monthly Payment Plan
The Corcoran offers Sallie Mae’s TuitionPay program, which is an interest-free payment option that spreads costs over an eight to ten-month period for an annual fee of $35. Visit www.tuitionpay.salliemae.com or call (800) 830-1020 for additional information.

• Kurtz Student Loan
The Kurtz student loan, a short-term, interest-free emergency loan, is available to Corcoran degree seeking students through the Student Awards Office. Students may wish to apply for a Kurtz Loan. Students wishing to apply for a Kurtz Loan may contact the Office of Student Affairs at (202) 635-1801 or studentaffairs@corcoran.org for additional information.

The Kurtz student loan, a short-term, interest-free emergency loan, is available to Corcoran degree seeking students through the Student Awards Office. The maximum loan amount is $1,000, with a maximum term of four months. The loan must be paid in full within 15 days of receipt. 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. 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.

XIII. Tuition fees

I. ASSOCIATE-LEVEL TuITION AND FEES

• 2009–2010 A.A. tuition: $532 per undergraduate credit hour (courses numbered 1000–4999). Lab fees are not assessed per undergraduate tuition rates.

• A mandatory $200 activity fee is assessed to the student’s account during the student’s first semester of each academic year.

• A graduation fee of $150 is assessed to the student’s account during each graduate’s final semester.

• Payment due by August 15 for the Fall semester, December 15 for the Spring semester, and May 15 for the Summer semester. For registration after a due date, full payment is immediately due.

II. BACHELOR-LEVEL TuITION AND FEES

• 2009–2010 B.S. full-time tuition: $5,760.

• Full-time enrollment is defined as 12–18 credits per semester for two semesters, or $13,400 per semester.

• A mandatory $200 activity fee is assessed to the student’s account during the student’s first semester of each academic year.

• A graduation fee of $150 is assessed to the student’s account during each graduate’s final semester.

• Payment due by August 15 for the Fall semester, December 15 for the Spring semester, and May 15 for the Summer semester. For registration after a due date, full payment is immediately due.

III. PArt-TIME AND OVerAGE TuITION FOR UNDERGrADuates

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 $352 per credit hour. Students who enroll in more than 18 credits (whether for credit or audit status) during any given semester must pay an overage fee at the prorated rate of $352 per credit hour for each additional credit.

IV. GRADUATE LEVEL TuITION AND FEES

• 2009–2010 M.A. in Art Education tuition rate: $1,060 per graduate credit hour (courses numbered 5000 or above).

• 2009–2010 M.S. in Interior Design and Exhibition Design tuition rate: $1,060 per graduate credit hour (courses numbered 5000 or above). A mandatory $100 technology fee is assessed during the student’s first semester of each academic year.

• 2009–2010 M.A. in the History of Decorative Arts tuition rate:

The Corcoran offers Sallie Mae’s TuitionPay program, which is an interest-free payment option that spreads costs over an eight to ten-month period for an annual fee of $35. Visit www.tuitionpay.salliemae.com or call (800) 830-1020 for additional information.

The Kurtz student loan, a short-term, interest-free emergency loan, is available to Corcoran degree seeking students through the Student Awards Office. Students may wish to apply for a Kurtz Loan. Students wishing to apply for a Kurtz Loan may contact the Office of Student Affairs. 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.

The Corcoran offers Sallie Mae’s TuitionPay program, which is an interest-free payment option that spreads costs over an eight to ten-month period for an annual fee of $35. Visit www.tuitionpay.salliemae.com or call (800) 830-1020 for additional information.

The Kurtz student loan, a short-term, interest-free emergency loan, is available to Corcoran degree seeking students through the Student Awards Office. Students may wish to apply for a Kurtz Loan. Students wishing to apply for a Kurtz Loan may contact the Office of Student Affairs. 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.

The Corcoran offers Sallie Mae’s TuitionPay program, which is an interest-free payment option that spreads costs over an eight to ten-month period for an annual fee of $35. Visit www.tuitionpay.salliemae.com or call (800) 830-1020 for additional information.

The Kurtz student loan, a short-term, interest-free emergency loan, is available to Corcoran degree seeking students through the Student Awards Office. Students may wish to apply for a Kurtz Loan. Students wishing to apply for a Kurtz Loan may contact the Office of Student Affairs. 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.

The Corcoran offers Sallie Mae’s TuitionPay program, which is an interest-free payment option that spreads costs over an eight to ten-month period for an annual fee of $35. Visit www.tuitionpay.salliemae.com or call (800) 830-1020 for additional information.

The Kurtz student loan, a short-term, interest-free emergency loan, is available to Corcoran degree seeking students through the Student Awards Office. Students may wish to apply for a Kurtz Loan. Students wishing to apply for a Kurtz Loan may contact the Office of Student Affairs. 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.
Corcoran College of Art + Design

VI. OTHER FEES

- $25 Late registration fee
- 2.5% Late payment fee (tuition & related fees): 2% at the time account is past due, $100 minimum
- $108 Returned check fee
- $25 Declined credit card fee
- $40 Student housing damage deposit fee
- $40 Student housing reservation deposit fee
- $40 Georgetown campus parking fee (per semester)
- $30 Undergraduate and Graduate Student replacement fee
- $200–$500 Facilities damage fee
- $200 Disposal of student work fee
- $20 History of Decorative Arts student copy card fee
- $300 Graduate maintaining status fee (per semester)
- $250 Graduate student course audit fee
- $35 History of Decorative Arts alumni audit fee
- $5 Official transcript fee
- $100 Application/Reapplication fee: Undergraduate
- $150 Application/Reapplication fee: Graduate

II. PAYMENT PLAN OPTION

Students have the option to enroll in Sallie Mae’s TuitionPay monthly payment plan to pay their Fall and Spring semester tuition and housing costs only. Students must pay all activity, housing damage deposit, and graduation fees directly to the Corcoran Office of Student Accounts. For more information or to enroll in this program, please visit www.tuitionpay.salliemay.com or call (800) 635-0120.

III. PAST DUE ACCOUNTS

Students with an outstanding balance will be charged a late payment fee of 2.5% of the balance at the time it is past due, with a minimum fee of $100. For accounts that are 30 days past due and beyond, they are subject to administrative actions. Administrative actions include the inability to access official transcripts, the inability to register for the following semester’s courses, and/or financial withdrawal from the current term. If financially withdrawn, the student will be responsible for financial charges according to the refund schedule. Graduating students should note that 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 (see Graduation Requirements section for policies specifically related to students with a balance due).

IV. OUTSIDE COLLECTION AGENCY POLICY

If internal collection efforts have been unsuccessful at any point

V. ADDITIONAL GRADUATE-LEVEL TUITION AND FEE INFORMATION

- A mandatory $200 activity fee is assessed to each graduate student’s account during the student’s first semester of each academic year.
- Tuition for undergraduate courses is $120 per credit hour.
- Lab fees are not assessed per undergraduate tuition rates.
- A graduation fee of $195 is assessed to each graduate student’s account during the student’s final semester.
- A mandatory $450 studio fee is assessed per semester.
- Payment is due by August 15 for the Fall semester, December 15 for the Spring semester, and May 15 for the Summer semester. For registration after a due date, full payment is due immediately.

VII. STUDENT ACCOUNTS

I. PAYMENTS

Payments may be remitted 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 include the cardholder’s name, address, and telephone number and signature. Cash payments of $100 or less are also accepted. Payments may be mailed to the following address:

Office of Student Accounts
Corcoran College of Art + Design
500 Seventeenth Street NW
Washington, DC 20006-5908

Any check returned due to insufficient funds, stop payment, closed account or any other reason will be assigned a $50 returned check fee. Any credit card payment that is declined will be assigned a $35 fee.

$1,200 per graduate credit hour (courses numbered 5000 and above)
- 2009–2010 MA in Art and the Book tuition rate: $1,200 per graduate credit hour (courses numbered 5000 and above).
- A mandatory $450 studio fee is assessed per semester.

$1,932 per credit hour.

$1,200–$500 Facilities damage fee
- $200 Disposal of student work fee
- $20 History of Decorative Arts student copy card fee
- $300 Graduate maintaining status fee (per semester)
- $250 Graduate student course audit fee
- $35 History of Decorative Arts alumni audit fee
- $5 Official transcript fee
- $100 Application/Reapplication fee: Undergraduate
- $150 Application/Reapplication fee: Graduate
in time, student accounts will be referred to an outside collections agency at which 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% 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, the student and/or parent(s) will have their credit reported.

v. SCHEDULE ADJUSTMENT RE Refund procedures related to dropped courses are calculated as a tuition-only percentage and are based on the effective date of the drop as finalized by the Office of the Registrar (see the Registration Policies-Schedule Adjustments section for more information regarding Add/Drop/Withdrawal procedures). Tuition and fees are not transferable to another academic year, nor will the tuition be reduced because of absence from class (approved or otherwise). Refunds are prorated based on the effective drop or withdrawal date, as indicated in the schedule that follows.

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 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.

VI. REFUND SCHEDULE FOR DROPPED COURSES
Fall 2009 semester (First day of classes: September 2, 2009)Prior to September 2............................................. 100%September 2—September 19.......................... 50%September 20—October 7................................. 25%After October 7................................................ 0%
Spring 2010 Semester (First day of classes: January 20, 2010)Prior to January 20 ........................................... 100%January 20—February 6................................. 75%February 7—February 24................................. 50%After February 24........................................... 0%
Summer 2010 Session (First Day of Classes 2010)
Prior to May 24 ........................................... 100%May 24—June 7 ............................................ 75%June 8—June 28 .............................................. 50%After June 8..................................................... 0%
Summer 2010 Session (Summer 2010 session II)
Prior to July 6 ............................................. 100%July 7—July 14.............................................. 75%July 15—July 20.............................................. 50%After July 20.................................................. 0%
Summer schedule is subject to change.

vii. Financial Aid and General Refund Policy
A refund check will be generated after a credit balance resulting from financial aid or other payments are 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.

The Corcoran Library supports the teaching and research goals of the Corcoran Gallery of Art and Corcoran College of Art + Design. Library staff selects books, journals, multimedia, and electronic materials to support students’ educational endeavors. The Library staff communicates, consults, and collaborates with students and faculty; provides one-on-one reference/research assistance in person, by phone, email, and instant messaging; instructs classes on how to effectively use library resources, including bibliographic (e.g. citation) software. Many of the resources, such as the Online Catalog and subscribed electronic databases, are available on the library website at www.corcoran.edu/library.

i. COLLECTIONS
The Corcoran Library’s collection is a highly specialized art and design collection available to enrolled undergraduate and graduate
Students. In addition, the Library’s collection contains general materials in the humanities and the Social Sciences. The collection is made up of approximately 35,000 monograph volumes, including a valuable Artists’ Book collection of approximately 35,000 items. The Library also subscribes to approximately 200 magazines, newspapers, and scholarly journals, as well as 10 electronic databases.

II. REFERENCE/RESEARCH ASSISTANCE
The Library offers one-on-one research assistance to all Corcoran undergraduate and graduate students. Students are highly encouraged to make an appointment with the library director.

II. BORROWING POLICY
Both undergraduate and graduate students must register at the Library to obtain privileges for the current academic year. Students will be asked to verify their contact information each semester thereafter.

The Library has no limits on the number of library materials that students may borrow. Students may not borrow materials from the Reference Collection.

Students can borrow items on reserve for use for a four-hour period. Students with written faculty permission can borrow slides for that semester thereafter.

Students are responsible for overdue items regardless of whether they received an overdue notice or not. Overdue fees are $1 per day overdue fee for faculty-recalled material is $1 per item. Students must return overdue items and pay their fines in order to reinstate their Library privileges.

The Library reserves the right to recall materials prior to the due date printed on the receipt. Due dates are also available on the Library’s Online Catalog.

Library materials may be renewed when there are no holds placed on them. Students may renew their materials by visiting the Library’s Online Catalog.

Items must clear their accounts before they can register for classes, requests for records and transcripts, and receive their diploma. Please note that the Library works with a Collection Agency for fines that are not resolved within a six-month period.

The Library reserves the right to revoke a student’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 student and sent to the College administration. If a second offense occurs, a student’s privileges will be revoked. In a more severe case, a student’s privileges will be revoked immediately, and the College administration will be notified.

Library materials may be renewed when there are no holds placed on them. Students may renew their materials by visiting the Library’s Online Catalog.

The Library’s Online Catalog provides access to all materials, including books, monograph volumes, and the College administration will be notified.

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.

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

1. Users may not eat or drink near public terminals, copy machines, scanners, or other public equipment.

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 systems, to track problems, and to ensure 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. Students should also observe the Information Technology policies in this handbook. Acceptable Uses

Corcoran College of Art + Design
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 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 by using the photocopier. Since printing can be time-consuming, all printing requests should be initiated at least ten minutes prior to closing.
5 Users may not use the Corcoran Library computers for the following: a. Commercial activities, private business, or personal profit. b. Malicious or intentional misuse, including but not limited to, harassment, unsolicited advertising, impersonating 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. c. 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.
7 Users may not use personal software.
8 Users must abide by all copyright laws and license agreements.
9 Users should respect the privacy of others.
10 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’s computer policy could constitute a criminal offense.
11 Users should use the computers in a respectful manner without disturbing others.
12 Users should use the computers in a respectful manner without disturbing others.

VIII. VIOLATIONS OF LIBRARY POLICIES
Students witnessing a violation of stated policies should notify a Corcoran Library staff member.

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’s computer policy could constitute a criminal offense.

IX. INTERNET RESEARCH 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.

a. Graduate students may request additional library materials through Interlibrary Loan (ILL) when materials are not owned by the library.
   b. Graduate students should consult the Library Website for Thesis submission guidelines.
   c. Graduate students in the Smithsonian–Corcoran’s Master’s degree in the History of Decorative Arts may access additional library books and computers in specified areas of the Corcoran Library in Washington, D.C., seven days-a-week, and may use their key card to gain entrance to the Smithsonian Associate’s 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 program office.

2009–2010 Student Handbook
Corcoran College of Art + Design

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.

I. EQUIPMENT REMOVAL

1. Only 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.

II. HARDWARE RECONFIGURATION

Students may not change any hardware configuration, except:

● Attaching external devices to store and transport files, including external hard drives or cameras.

● Attaching headphones.

● Only IT staff members may:

   • Reconfigure scanners, monitors, printers, or other peripheral devices.
   • Modify any networking components, including Ethernet cables and wireless hubs.

   Personal scanners or printers cannot be attached to Corcoran-owned equipment.

III. ENVIRONMENT

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

IV. LAB SCHEDULE

1. Students must adhere to the opening and closing times for labs specified on the Corcoran website, 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.

V. 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.

VI. PERSONAL EQUIPMENT/SUPPORT

1. Only IT staff is expected to provide support for any privately owned computer equipment on the Corcoran network.

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. Harmful or malicious activity includes creating and distributing spam, viruses, and other pieces of code.

5. Violation of this policy will result in all available information being turned over to the appropriate authorities.

I. HOURS OF OPERATION

1. Students cannot access the building or any of the campuses without carrying and displaying a valid Corcoran ID card.

2. 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.

3. Students and faculty will be notified of any changes to student access policies.

II. AFTER HOURS

1. The Downtown campus is open to students 24 hours per day, every day. Normal operating hours are 8:30 a.m.–12 a.m. Students will not be granted access after 12 a.m. unless they are already inside.

2. No sleeping or loitering is allowed during after hours, but students...
can stay in the building if they are actively working.

Students must obtain written permission from appropriate chairs or program directors 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 chair or program director's printed name and signature. Students are responsible for making sure their chair or program directors submit written permission requests to the Security department. Corcoran students must accompany visitors to studio areas.

V. 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.

VI. VISITORS AND CHILDREN

Unaccompanied visitors may not enter College facilities while classes are in session.

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.

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.

VIII. LOCKERS

Degree students will receive one locker, free of charge, per academic year. Large lockers are reserved for foundation year freshmen, and smaller lockers are for degree and Continuing Education students. Degree students may rent additional lockers for $20 per semester, or on a space-available basis, through the Office of Student Affairs at the Downtown campus, and online at www.corcoran.edu/georgetown for lockers at the Georgetown campus. Continuing Education students interested in lockers at the Downtown campus should contact the Office of Student Financial Services. Students must agree to all terms of the locker agreement before renting a locker. Students are responsible for providing or purchasing their own lock and lockback to secure materials inside their lockers. 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 $5 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. 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.

IX. 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 on handrails, or on handrails. Bicycles and scooters should not be left on the racks overnight. Additionally, in-line skates, roller-skates, and skateboards are not permitted in any Corcoran building.

X. FOOD AND DRINK

Pets are not allowed in any of the studios, classrooms, or library.

XI. PETS

For health reasons, eating and drinking are not allowed in any of the studios, classrooms, or library.
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.

I. 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, Master’s in the History of Decorative Arts students must obtain the Smithsonian Associate’s 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.

II. SECURITY DESK

◆ The College staff will not escort visitors to their destination. Students are responsible for the conduct of their guests. Guests must abide by the Corcoran Student Conduct Code.

III. FIRST AID AND EMERGENCY PROCEDURES

First aid supplies for minor injuries are available in the following locations.

Downtown campus: Office of Student Financial Services and the E Street security desk

Georgetown campus: Security office (on ground-level near entrance)

If severe injury occurs and immediate medical attention is required, please:

Call 911 (or if calling from a campus phone)
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: Security Office (on ground-level near entrance)

IV. 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 incidents 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.

V. LOST AND FOUND

Articles found in the Downtown building should be turned in to the E Street security desk, where lost and found articles may be recovered. Lost and found articles in the Downtown and Georgetown buildings should be turned in to the security desk at the facility where the item was found.

Students requiring the assistance of a guide dog should inform the Office of Student Affairs at the Downtown campus.

XII. OPERATIONS AND FACILITIES CONTACTS

Nahum Limjap, (202) 639-1832; nlimjap@corcoran.org
Steve Brown, (202) 639-0944; sbrown@corcoran.org
found articles in Georgetown should be turned in or picked up at the Georgetown security desk.

VI. FIRE SAFETY

Fire is one of the single largest cause of loss in a museum environment. 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.

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, props, 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 Hazardous Electrical Appliances

● Coffeemaker, microwave, hot plate, electric heater, heat guns, 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 hazardous 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).

Fire Hazardous Materials

● The planned use of hazardous liquids, including flammables or other materials must be reviewed by the Security and Operations department 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.

Daily Exam

● 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.

I. 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.

● Uses information has been requested based on the material lists.
Students must provide their own food, non-alcoholic refreshments, and ice, or provide a catering service. The Operations department cannot supply enough ice needed for the duration of openings. Students must clean up after themselves. All garbage and waste must be placed in appropriate receptacles. Students must remove leftover beverages and food themselves. Anything left in the space will be disposed of. 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.

Social Events Policy

I. Student Responsibilities
1. Students must provide their own food, non-alcoholic 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.

II. Food
The Operations department does not cater events, but will assist in providing supplies and setting up spaces with the necessary equipment.

- Minimal snacks, including peanuts, pretzels, chips, and popcorn.
- Food that may stain the floors, including raspberries and cranberries, is not permitted.
- No food, opened or unopened, will be stored in Gallery 331 or White Walls. All food left in these spaces will be disposed of.

III. Beverage Policies
1. No red beverages are permitted in the Gallery.
2. No cans or bottles may be handed out under any circumstance.
3. All beverages must be served in plastic or paper cups.
4. Empty bottles and cans should be recycled.
5. 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.

In the event an incident of sexual assault happens, the following is recommended:

- Call the local police at 911.
- Call Corcoran 24-hour security at (202) 882-7970. Files maybe anonymous. Contact the associate dean of student affairs for a referral to a professional counselor.
- Call the Rape Crisis Center at (202) 333-7273 for 24-hour intervention and support whenever necessary.
- Go to the nearest hospital.

Alcoholic beverages must be offset by non-alcoholic beverages (including water) by equal amounts or more. At least one bartender with a current legal alcohol license must be hired if alcohol will be present. Wine servings (3–4 oz. each): each bottle of wine should provide at least six servings; magnums should provide at least 12 servings. Beer servings (6 oz. each): each 12-oz. bottle should provide two servings.

Wine servings (3–4 oz. each): each bottle of wine should provide at least six servings; magnums should provide at least 12 servings. Beer servings (6 oz. each): each 12-oz. bottle should provide two servings.

In the event an incident of sexual assault happens, the following is recommended:

- Call the local police at 911.
- Call Corcoran 24-hour security at (202) 882-7970. Files may be anonymous. Contact the associate dean of student affairs for a referral to a professional counselor.
- Call the Rape Crisis Center at (202) 333-7273 for 24-hour intervention and support whenever necessary.
- Go to the nearest hospital.
alcohol is served. Please contact the Special Events department at (202) 659-1781 for more information.

IV. 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. Tablecloths are owned by the Special Events department and are not available for use by the College without rental and/or cleaning fees.

V. 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.

VI. 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 Ww, Washington, Dc 20006

VII. 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 Development prior to making any requests.

I. 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.

ii. VIOLATIONS
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 Corcoran-sponsored activities off campus.

8 Intentionally or recklessly misusing, disabling, tampering, or damaging fire-safety equipment, doors, and signs. Intentionally misusing, disabling, tampering, or damaging Corcoran computing resources, including student e-mail and web pages, to:

9 Engage in unsanctioned commercial activity.

10 Violate federal or state laws, or other College policies.

11 Engage in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior.

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

13 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.

14 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.

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

16 Unauthorized use or possession of fireworks and/or other incendiary materials on College campuses, at student housing, or at Corcoran-sponsored activities off campus.

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

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

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

20 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.

21 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.

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

23 Unauthorized use or possession of fireworks and/or other incendiary materials on College campuses, at student housing, or at Corcoran-sponsored activities off campus.

24 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.

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

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

27 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.

28 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.

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

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

31 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.

32 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.

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

34 Unauthorized use or possession of fireworks and/or other incendiary materials on College campuses, at student housing, or at Corcoran-sponsored activities off campus.

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

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

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

38 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.

39 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.

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

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

42 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.

43 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.

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

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

46 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.

47 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.

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

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

50 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.

51 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.

52 Unauthorized use, possession, or storage of any weapon on College campuses, at student housing, or at Corcoran-sponsored activities off campus.
penalty, but determines one commensurate with the seriousness of the offense. Other penalties may be imposed for violations of the Student Conduct Code:

- Non-academic warning: The student is given written warning that future misconduct may result in more severe disciplinary action. A written statement placed in the confidential files of the Student Conduct Committee but not made part of the student’s academic transcript.
- Non-academic probation: Ineligibility to participate in any activity representing the College and ineligible 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.
- 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.
- Housing accommodations: 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.
- Ineligibility for graduation: At the discretion of the Student Conduct Committee, a graduating student involved with policy violations prior to graduation may not be eligible to graduate, participate in Commencement ceremonies, or receive a diploma until the case is adjudicated and sanctions completed.
- 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. Non-academic suspension requires review and approval from the associate dean of student affairs and the student’s academic transcript. Records resulting in non-academic suspension are kept in the student’s permanent academic record.

vii. 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 non-academic suspension are kept in the permanent student record.

viii. 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 by the associate dean of student affairs only in extraordinary circumstances, such as for repeated offenses. Non-academic dismissal requires review and approval from the associate dean of student affairs, may alter, defer, or suspend the recommendation.

• 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.

v. RECOMMENDATION TO STRIKE OR DISMISS
The 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. Non-academic suspension requires review and approval from the associate dean of student affairs. Non-academic suspension are kept in the student’s permanent academic record. Records resulting in non-academic suspension are kept in the student’s permanent academic record.

vi.ppeal procedure
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 of the original hearing may vote in a second or subsequent hearing(s) of the same case.

vii. 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
Student members of the Student Conduct Committee found guilty of academic dishonesty are estreated. The policy as well as by Title VI of the 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: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic participation; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (iii) such conduct has the purpose 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 behavior as: (a) offensive sexual oriented verbal “kidding,” jokes, or abuse; (b) pressure for sexual activity; (c) offensive, unwanted physical contact such as patting, pinching, or repeated brushing against an individual’s body; and (d) any demand for sexual favors, and other verbal or physical conduct of a sexual nature, whether or not the person involved in any of these circumstances, include conduct of a staff member, student, or vendor; and violations of the College policy as well as by Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, and the District of Columbia Human Rights Act of 1977.

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.

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 because of a personal or close relationship find terminating the relationship impossible, they must withdraw from a specific hearing.

For more information, please contact Stephanie Moos, chair, Student Conduct Committee at (202) 699 1460 or smoos@corcoran.org.

IX. HARASSMENT POLICY

Sexual harassment, unlawful discrimination, and is forbidden by College policy as well as by Title VI of the 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: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic participation; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (iii) such conduct has the purpose 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 behavior as: (a) offensive sexual oriented verbal “kidding,” jokes, or abuse; (b) pressure for sexual activity; (c) offensive, unwanted physical contact such as patting, pinching, or repeated brushing against an individual’s body; and (d) any demand for sexual favors, and other verbal or physical conduct of a sexual nature, whether or not the person involved in any of these circumstances, include conduct of a staff member, student, or vendor; and violations of the College policy as well as by Title VI of the 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: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic participation; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance; or (iii) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or other 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 member, staff member, outside vendor or other individual 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. If a 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 and to prevent any retaliation from its employees against students who make complaints or participate in an investigation regarding a complaint of harassment.

X. RELATIONSHIPS POLICY

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; relationships involving any instructor or employee in a position 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
require emergency treatment wear medical identification. Please notify the Office of Student Affairs 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.

iv. 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. However, accommodation can only be given immediately after disclosure from the student and will not be retroactive.

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:

- Permission to use a tape recorder or assisted listening device in lectures.
- Handouts of commonly-used vocabulary or terms distributed in selected academic classes.
- Examination accommodations, including extended time, taped format, and use of a word processor.
- Preferred seating at lectures.
- Residence hall accommodations.
- Parking availability, with proof of medical documentation and written letter of request.
Corcoran College of art + design

i. Location
Corcoran student housing is located at 2424 Pennsylvania Avenue, NW, Washington, DC 20037, midway between the Corcoran’s Downtown and Georgetown campuses.

Each apartment is fully furnished to meet bedroom, study, storage, and dining needs. Apartments feature wall-to-wall carpeting, one private, full-sized bathroom and dressing room, and a kitchen with a suite of full-sized appliances, including a refrigerator, gas stove, microwave, and dishwasher. Housing features a specially designed community room reserved for students and an on-site gym with 24-hour access at no additional fee. A laundry room and vending machines are also available on site. The front desk is staffed 24 hours a day and there is secured, underground bicycle storage for Corcoran students. The cost of housing covers all housing costs and includes a private telephone number for each apartment with voicemail and unlimited local calls, internet access, basic cable television, heat, air-conditioning, gas, and electricity. The director of housing and resident assistants are available to assist students.

ii. Cost and Fees
Rent for the 2009–2010 school year is $9,700. Students will be billed $4,850 in August and January. Because the housing contract for Corcoran students covers the academic year, students are not committed to a 12-month lease. Students are not required to pay an application fee, first and last month’s rent as deposit, or be subjected to a credit check. The lease includes placement for both Fall and Spring semesters. All students wishing to live in housing must turn in a completed application, a $400 security deposit, and a $250 damage deposit.

iii. Housing Assignments
Returning students will receive secondary priority after the housing deadline for new students has passed. Students requesting a single studio are charged for double occupancy. The Corcoran will make every effort to accommodate the request, but cannot guarantee that all requests will be fulfilled. For information regarding housing accommodations contact the director of housing.

iv. Semester Break and End of Year Rules
At the end of the Fall semester, students must vacate the building 48 hours after their last class before winter break. Students do not have to move possessions out of apartments; however, they cannot enter

STUDENT HOUSING

I. LOCATION
Corcoran student housing is located at 2424 Pennsylvania Avenue, NW, Washington, DC 20037, midway between the Corcoran’s Downtown and Georgetown campuses.

Each apartment is fully furnished to meet bedroom, study, storage, and dining needs. Apartments feature wall-to-wall carpeting, one private, full-sized bathroom and dressing room, and a kitchen with a suite of full-sized appliances, including a refrigerator, gas stove, microwave, and dishwasher. Housing features a specially designed community room reserved for students and an on-site gym with 24-hour access at no additional fee. A laundry room and vending machines are also available on site. The front desk is staffed 24 hours a day and there is secured, underground bicycle storage for Corcoran students. The cost of housing covers all housing costs and includes a private telephone number for each apartment with voicemail and unlimited local calls, internet access, basic cable television, heat, air-conditioning, gas, and electricity. The director of housing and resident assistants are available to assist students.

II. COST AND FEES
Rent for the 2009–2010 school year is $9,700. Students will be billed $4,850 in August and January. Because the housing contract for Corcoran students covers the academic year, students are not committed to a 12-month lease. Students are not required to pay an application fee, first and last month’s rent as deposit, or be subjected to a credit check. The lease includes placement for both Fall and Spring semesters. All students wishing to live in housing must turn in a completed application, a $400 security deposit, and a $250 damage deposit.

III. HOUSING ASSIGNMENTS
Returning students will receive secondary priority after the housing deadline for new students has passed. Students requesting a single studio are charged for double occupancy. The Corcoran will make every effort to accommodate the request, but cannot guarantee that all requests will be fulfilled. For information regarding housing accommodations contact the director of housing.

IV. SEMESTER BREAK AND END OF YEAR RULES
At the end of the Fall semester, students must vacate the building 48 hours after their last class before winter break. Students do not have to move possessions out of apartments; however, they cannot enter

- Written instructions for studio assignments.
- Provision of sign language interpreters.
- Priority registration.
- Permission to use books on tape, note-takers (e.g., obtaining a copy of another student’s notes), or other designated learning aids as appropriate and provided by the student.
- Referrals to professional tutors and other specialized services outside the Corcoran, to be available at the student’s own expense.

The 504 does not require colleges to provide personal assistants, individual personal assistants, personal individual tutors, or personal assisted technology. The Corcoran will refer students to agencies that can provide personal assistance whenever possible. Please note that Bachelor’s programs are full-time and sequential for all four years. Accommodations will not reduce academic expectations or standards, or eliminate essential components of any course, 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.
the building for the duration of winter break. At the end of the Spring semester, students must move out of housing 48 hours after their last class. Please see the student calendar for specific dates.

V. PARKING
Corcoran housing students have two options for parking: secured, underground parking is available directly below Pennsylvania House on a space-available basis. Students must contact Pennsylvania House’s management company, dc Suites, at (202) 30-2000 for arrangements and monthly payments. Overnight, semester-long parking is available for housing students at the Corcoran’s Georgetown campus. The flat fee for 2009–2010 is $150 per semester.

STUDENT RESOURCES

I. ACADEMIC/STUDIO ADVISING
All degree-seeking students can find the name of their advisor on corcb. Students are encouraged to meet with their advisors as often as needed, but must meet with their assigned advisor each semester during 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.

II. CAREER SERVICES
The Office of Student Affairs is committed to helping degree students and alumni with their professional development by providing a variety of services, including up-to-date listings of job and internship opportunities, on-campus recruiting, resume and cover letter critique, portfolio reviews, interview preparation, and networking opportunities. For more information, please contact Shahdhe Ammadi, alumni relations and development officer at (202) 695-074 or sammadi@corcoran.org.

III. EXHIBITION SPACE
The College houses a number of spaces for the display of student, faculty, alumni, and visiting artist work. Throughout the academic year, a variety of College exhibitions supporting a wide range of curricular activity are on view in spaces such as the White Halls Gallery, 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. For more information, please contact the coordinator of college exhibitions.

IV. STUDENT ACTIVITIES PROGRAMMING BOARD
The Student Activities Programming Board is an umbrella organization that helps coordinate 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. For more information, please contact: The Office of Student Affairs at studentaffairs@corcoran.org.

V. 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.
Corcoran College of Art + Design

(On the weekend, walk south on Eighteenth Street, turn left onto New York Ave., the Corcoran will be on your right.) and Farragut North on the Red line (use K Street exit) Walk south down Seventeenth Street to the Corcoran. The Corcoran is also accessible by Metro bus.

Georgetown campus

Students may reach the Georgetown campus via Metrobus Routes 30, 32, 34, 35, and 36, and by the DC Circulator, which stop at the intersection of Wisconsin Avenue and Thirty-fourth Street, and Metrobus Routes 11 and 11c, which stop at Thirty-fifth and S Streets, sw.

Smithsonian Campus

Classes 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 Sw. The S. Dillon Ripley Center is across the street, between the Freer Gallery and the Smithsonian Castle. Pass through security, proceed downstairs to level three, and enter the reception area for The Smithsonian Associates. A map is available at www.si.edu.

i. 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 ten percent discount at the Corcoran Shop and Café and Member prices on all Corcoran programs. Permanent student ids will act as a membership card.

ii. Visitor Guidelines

The Corcoran is dedicated to preserving its 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.

GeneRal Campus Information

I. College Closings

If classes are canceled due to inclement weather, or other emergencies, 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. Students should assume the College is open and operating on its normal schedule if no closing information is on the recording. College closings will also be announced on wssa (989-5135) 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 closings and delays 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 College Office for exact information or check the College website. The History of Decorative Arts program located in the Smithsonian Associate’s building abides by the College’s closing policy.

II. Parking

- Parking in the District of Columbia
  Parking violations both off and on campus are subject to towing and fines by the Washington Metropolitan Police Department. Information about paying fines is available at http://dmv.dc.gov.

- Downtown Campus Parking
  Metered street parking is available in the area from 9:30 a.m. to 4 p.m. daily, and free street parking is available after 6:30 p.m. weekdays, Saturdays and Sundays. Public parking is also available in parking garages located just a short walking distance from the Corcoran on Pennsylvania Avenue.

- Georgetown Campus Parking
  Degree student parking is available on a space-by-space basis. Overnight parking is permitted for degree students living in Corcoran Housing. The Corcoran accepts no responsibility for damages that may occur to vehicles left overnight. For details, please visit www.corcoran.edu/georgetown.

III. Commuting

- Downtown Campus
  The Corcoran is conveniently located near two Metro rail stations: Farragut West on the Orange and Blue lines (use Seventeenth Street exit during the week and Eighteenth Street exit on the weekend). Walk south down Seventeenth Street to the Corcoran.

- On the weekend, walk south on Eighteenth Street, turn left onto New York Ave., the Corcoran will be on your right.) and Farragut North on the Red line (use K Street exit) Walk south down Seventeenth Street to the Corcoran. The Corcoran is also accessible by Metro bus.

- Georgetown campus
  Students may reach the Georgetown campus via Metrobus Routes 30, 32, 34, 35, and 36, and by the DC Circulator, which stop at the intersection of Wisconsin Avenue and Thirty-fourth Street, and Metrobus Routes 11 and 11c, which stop at Thirty-fifth and S Streets, sw.

- Smithsonian Campus
  Classes in the History of Decorative Arts program are offered in the S. Dillon Ripley Center of the Smithsonian Institution, 1100 Jefferson Drive sw, Washington, dc. 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 sw. The S. Dillon Ripley Center is across the street, between the Freer Gallery and the Smithsonian Castle. Pass through security, proceed downstairs to level three, and enter the reception area for The Smithsonian Associates. A map is available at www.si.edu.

- If classes are canceled due to inclement weather, or other emergencies, 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. Students should assume the College is open and operating on its normal schedule if no closing information is on the recording. College closings will also be announced on wssa (989-5135) 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 closings and delays 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 College Office for exact information or check the College website. The History of Decorative Arts program located in the Smithsonian Associate’s building abides by the College’s closing policy.

- If classes are canceled due to inclement weather, or other emergencies, 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. Students should assume the College is open and operating on its normal schedule if no closing information is on the recording. College closings will also be announced on wssa (989-5135) 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 closings and delays 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 College Office for exact information or check the College website. The History of Decorative Arts program located in the Smithsonian Associate’s building abides by the College’s closing policy.

- If classes are canceled due to inclement weather, or other emergencies, 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. Students should assume the College is open and operating on its normal schedule if no closing information is on the recording. College closings will also be announced on wssa (989-5135) 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 closings and delays 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 College Office for exact information or check the College website. The History of Decorative Arts program located in the Smithsonian Associate’s building abides by the College’s closing policy.
so that all participants who paid for a ticket will have a seat.

On the night of a sold-out program, one half hour 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. We will try to accommodate as many people (Corcoran id holders and public) as possible.

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. Corcoran staff and faculty members who wish to bring a guest(s) to the program must purchase a ticket for their guest. Public programs will extend the Corcoran member ticket rate to the guests of Corcoran staff and faculty. To register, please contact the public programs registrar at (202) 639-1770, or stop by the Public Education offices.

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

Sketching is allowed in the galleries; only pencil and pads of paper small enough to be handheld.

Sending/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 in the museum. ids must be worn in a visible place to avoid questioning from museum staff and security.

iii. Obtaining Museum Vouchers
All currently enrolled Corcoran full-time degree seeking students may request vouchers for their family for complimentary Gallery admission. 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 can receive a limited number of vouchers per semester.

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