A Letter from the Provost and Chief Academic Officer

Welcome new and returning students – we are delighted that you have joined us at the Corcoran College of Art + Design. I hope you will actively explore the wide variety of programs, opportunities, and resources available only to Corcoran students; within our classrooms and studios, on campus, and throughout Washington, D.C. and beyond. Our unique community of students, faculty, and all Corcoran Gallery and College staff share in supporting your studies. We are committed to helping you achieve your creative and professional goals.

On behalf of everyone at the Corcoran, let me wish you great success this academic year.

Catherine Armour
Provost and Chief Academic Officer

College Directory

Corcoran College of Art + Design
500 Seventeenth Street NW
Washington, DC 20006
www.corcoran.edu
(202) 639-1800

COLLEGE CLOSING, MENU OPTION "1"

GRADUATE CHAIRS AND PROGRAM DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Lawton</td>
<td>DIRECTOR OF EDUCATION STUDIES</td>
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</tr>
<tr>
<td>Kerry McAlear-Keeler</td>
<td>DIRECTOR, ART AND THE BOOK</td>
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</tr>
<tr>
<td>Margaret Newman</td>
<td>ASSISTANT DIRECTOR, HISTORY OF DECORATIVE ARTS</td>
<td><a href="mailto:newmann@si.edu">newmann@si.edu</a></td>
</tr>
<tr>
<td>Lorraine Schmidt</td>
<td>ASSOCIATE CHAIR AND ACADEMIC ADVISOR, MASTER OF ARTS IN EXHIBITION DESIGN</td>
<td><a href="mailto:lschmidt@corcoran.org">lschmidt@corcoran.org</a></td>
</tr>
<tr>
<td>Susan Sterner</td>
<td>DIRECTOR OF PHOTOJOURNALISM PROGRAMS</td>
<td><a href="mailto:ssterner@corcoran.org">ssterner@corcoran.org</a></td>
</tr>
<tr>
<td>Annie Storr</td>
<td>DIRECTOR OF EDUCATIONAL ASSESSMENT</td>
<td><a href="mailto:aston@corcoran.org">aston@corcoran.org</a></td>
</tr>
<tr>
<td>Brooke Traeger</td>
<td>ASSOCIATE CHAIR, INTERIOR DESIGN</td>
<td><a href="mailto:btraeger@corcoran.org">btraeger@corcoran.org</a></td>
</tr>
<tr>
<td>Cynthia Williams</td>
<td>DIRECTOR, HISTORY OF DECORATIVE ARTS</td>
<td><a href="mailto:williams@si.edu">williams@si.edu</a></td>
</tr>
</tbody>
</table>

UNDERGRADUATE CHAIRS AND PROGRAM DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francheska Guerrero</td>
<td>INTERIM CHAIR, UNDERGRADUATE DESIGN</td>
<td><a href="mailto:fguevergo@corcoran.org">fguevergo@corcoran.org</a></td>
</tr>
<tr>
<td>Muriel Hasbun</td>
<td>CHAIR, FINE ART PHOTOGRAPH</td>
<td><a href="mailto:mhasbun@corcoran.org">mhasbun@corcoran.org</a></td>
</tr>
<tr>
<td>Lisa Lipinski</td>
<td>INTERIM CHAIR, ARTS AND HUMANITIES</td>
<td><a href="mailto:llipinski@corcoran.org">llipinski@corcoran.org</a></td>
</tr>
<tr>
<td>Susan Sterner</td>
<td>DIRECTOR OF PHOTOJOURNALISM PROGRAMS</td>
<td><a href="mailto:ssterner@corcoran.org">ssterner@corcoran.org</a></td>
</tr>
<tr>
<td>Lynn Sures</td>
<td>INTERIM CHAIR, FINE ART</td>
<td><a href="mailto:leuns@corcoran.org">leuns@corcoran.org</a></td>
</tr>
<tr>
<td>Brooke Traeger</td>
<td>ASSOCIATE CHAIR, INTERIOR DESIGN</td>
<td><a href="mailto:btraeger@corcoran.org">btraeger@corcoran.org</a></td>
</tr>
<tr>
<td>Rick Wall</td>
<td>CHAIR, FOUNDATIONS</td>
<td><a href="mailto:rwall@corcoran.org">rwall@corcoran.org</a></td>
</tr>
</tbody>
</table>
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securitygroup@corcoran.org

New York Avenue Desk  
DOWNTOWN CAMPUS  
(202) 639-1428

Campus Security  
GEORGETOWN CAMPUS  
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Georgetown Campus
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2011-2012 Student Calendar

AUGUST

15  Fall 2011 tuition due (2.5% late payment fee after this date, $100 minimum)
17  Consortium Fall registration deadline (outgoing)
24  Consortium Fall registration deadline (incoming)
25  New Graduate Student Orientation
27  New and returning students move into college housing
28-30 New Undergraduate Student Orientation
30  Last day to DROP with full refund
31  Fall semester: first day of class (degree student late registration begins - $125 late fee
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>8</td>
<td>Last day to submit Summer 2011 Incomplete grades unless noted otherwise by faculty</td>
</tr>
<tr>
<td>11</td>
<td>National Day of Service and Remembrance (No classes; the Downtown campus will be closed and the Georgetown campus will be open)</td>
</tr>
<tr>
<td>14</td>
<td>Last day to ADD</td>
</tr>
<tr>
<td>17</td>
<td>Constitution Day (College open)</td>
</tr>
<tr>
<td>19</td>
<td>Last day to DROP with 75% refund</td>
</tr>
<tr>
<td></td>
<td>All-Student Assembly, 1–2 p.m., Auditorium</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Last day to DROP with 50% refund (no refunds will be given after this date)</td>
</tr>
<tr>
<td>10</td>
<td>Columbus Day (College open; class in session)</td>
</tr>
<tr>
<td>14</td>
<td>New York Studio Residency Program and Mobility internal applications due for the Spring 2012 semester (deadline independent of specific programs; students must meet with the associate director of student affairs 30 days prior)</td>
</tr>
<tr>
<td>17</td>
<td>All-Student Assembly, 1–2 p.m., Auditorium</td>
</tr>
<tr>
<td>19</td>
<td>Mid-term grades due for undergraduate students</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Daylight savings ends</td>
</tr>
<tr>
<td>9</td>
<td>Last day to WITHDRAW with W</td>
</tr>
<tr>
<td>11</td>
<td>Veterans Day (College open; class in session)</td>
</tr>
<tr>
<td>14</td>
<td>Spring 2012 Continuing Education early registration begins for Corcoran Members</td>
</tr>
<tr>
<td>18</td>
<td>Spring 2012 advising ends</td>
</tr>
<tr>
<td></td>
<td>Application for degree deadline for Spring 2012 degree completion</td>
</tr>
<tr>
<td>21</td>
<td>Spring 2012 registration begins for Continuing Education students and incoming Consortium students</td>
</tr>
<tr>
<td></td>
<td>All-Student Assembly, 1–2 p.m., Auditorium</td>
</tr>
<tr>
<td></td>
<td>Spring 2012 tuition invoices mailed</td>
</tr>
<tr>
<td>23</td>
<td>Thanksgiving break (No classes; College offices open)</td>
</tr>
<tr>
<td>24-27</td>
<td>Thanksgiving recess (College closed)</td>
</tr>
<tr>
<td>28</td>
<td>Classes resume</td>
</tr>
</tbody>
</table>
DECEMBER

3  National Portfolio Day (Access to the Downtown campus classes may be limited)

8-10  Off the Walls Art Sale

12  All-Student Assembly, 1–2 p.m., Auditorium

19  Fall semester: last day of classes

All students living in Corcoran housing must vacate the building 48 hours after their last class by today for winter break.

20–21  Fall semester: make-up days for classes canceled for inclement weather/emergencies ONLY—as announced by the Registrar’s office. All other make-up classes must be scheduled prior to the last day of class.

21  Grades due from faculty on CORCboard (studio and undergraduate academic courses)

Spring 2011 tuition due (2.5% late payment fee after this date, $100 minimum)

25–31  Winter recess (College closed)

26  Grades due from faculty on CORCboard (graduate academic courses)

Filespace clean out; all digital files must be removed from the Corcoran server

2012

JANUARY

1  New Year’s Day (College closed)

4  Consortium Spring registration deadline (outgoing)

11  Consortium Spring registration deadline (incoming)

12  New Student Orientation

15  Fall 2011 degree conferral date

16  Martin Luther King Jr. Day (College closed)

17  Last day to DROP with full refund

18  Spring semester: first day of classes (degree student late registration fee begins - $125 late fee)

Last day to submit Fall 2011 Incomplete grades unless noted otherwise by faculty

Last day to submit Fall 2011 GNR grades before converting to F

FEBRUARY

2  Last day to ADD

6  Last day to DROP with 75% refund

13  All-Student Assembly, 1–2 p.m., Auditorium

20  President’s Day (College closed)

22  Monday classes meet this Wednesday. Wednesday-only classes do not meet.

Last day to DROP with 50% refund (no refunds after this date)

24  2012-2013 Orientation Leader and Resident Assistant applications for the due to the Office of Student Affairs
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Mid-term grades due for undergraduate students</td>
</tr>
<tr>
<td>11</td>
<td>Daylight saving time begins</td>
</tr>
<tr>
<td>12–18</td>
<td>Spring recess (College open, classes do not meet)</td>
</tr>
<tr>
<td>19</td>
<td>Classes resume</td>
</tr>
<tr>
<td>19</td>
<td>Summer and Fall 2012 registration materials available for degree students</td>
</tr>
<tr>
<td></td>
<td>Application for Degree submission begins for Summer and Fall 2012 degree completion</td>
</tr>
<tr>
<td>21</td>
<td>Pre-College Summer 2012 teaching assistant and resident assistant applicants due</td>
</tr>
<tr>
<td>26</td>
<td>Summer and Fall 2012 degree student advising and registration begins</td>
</tr>
<tr>
<td>30</td>
<td>New York Studio Residency Program and Mobility internal applications due for the</td>
</tr>
<tr>
<td></td>
<td>Fall 2012 semester (deadline independent of specific programs; students must meet</td>
</tr>
<tr>
<td></td>
<td>with the associate director of student affairs 30 days prior)</td>
</tr>
<tr>
<td>2</td>
<td>Summer 2012 Continuing Education early registration begins for Corcoran members</td>
</tr>
<tr>
<td>4</td>
<td>Last day to WITHDRAW with W</td>
</tr>
<tr>
<td>7–8</td>
<td>Easter (College closed, classes do not meet)</td>
</tr>
<tr>
<td>9</td>
<td>Summer 2012 registration begins for Continuing Education courses and incoming</td>
</tr>
<tr>
<td></td>
<td>Consortium students</td>
</tr>
<tr>
<td>16</td>
<td>All-Student Assembly, 1–2 p.m., Auditorium</td>
</tr>
<tr>
<td>18</td>
<td>Summer 2012 invoices mailed</td>
</tr>
<tr>
<td>20</td>
<td>Corcoran Ball (Access to the Downtown campus will be limited)</td>
</tr>
<tr>
<td></td>
<td>Application for Degree deadline for Summer and Fall 2012 degree completion</td>
</tr>
<tr>
<td></td>
<td>Summer and Fall 2012 advising ends</td>
</tr>
<tr>
<td>24</td>
<td>127th Annual Student Awards Ceremony</td>
</tr>
<tr>
<td>8</td>
<td>3rd Annual Graduate Student Awards Ceremony</td>
</tr>
<tr>
<td>9</td>
<td>Spring semester: last day of classes</td>
</tr>
<tr>
<td></td>
<td>All students living in Corcoran housing must move out of the building 48 hours after their last class by today</td>
</tr>
<tr>
<td>10–11</td>
<td>Spring semester: make-up days for classes canceled for inclement weather/emergencies</td>
</tr>
<tr>
<td></td>
<td>ONLY—as announced by the Registrar’s Office. All other make-up classes must be</td>
</tr>
<tr>
<td></td>
<td>scheduled prior to the last day of class.</td>
</tr>
<tr>
<td>11</td>
<td>Grades due from faculty on CORCboard (studio and undergraduate academic courses)</td>
</tr>
<tr>
<td>15</td>
<td>Consortium Summer registration deadline (outgoing)</td>
</tr>
<tr>
<td>16</td>
<td>Grades due from faculty on CORCboard (graduate academic courses)</td>
</tr>
<tr>
<td></td>
<td>Continuing Education and degree students must clean out lockers and remove work from</td>
</tr>
<tr>
<td></td>
<td>studies (except graduating students)</td>
</tr>
<tr>
<td>18</td>
<td>Summer 2012 tuition due (2.5% late payment fee after this date, $100 minimum)</td>
</tr>
<tr>
<td>19</td>
<td>Commencement</td>
</tr>
<tr>
<td>22</td>
<td>Consortium Summer registration deadline (incoming)</td>
</tr>
<tr>
<td>25</td>
<td>All graduating students must remove their work from all studios and lockers.</td>
</tr>
<tr>
<td></td>
<td>Filespace clean out; all digital files must be removed from the Corcoran Server</td>
</tr>
<tr>
<td>28</td>
<td>Memorial Day (College closed)</td>
</tr>
<tr>
<td>29</td>
<td>Summer semester: first day of classes (degree student late registration fee begins - $125 late fee)</td>
</tr>
</tbody>
</table>
### SUMMER 2012 SEMESTER ACADEMIC ADD/DROP/WITHDRAWAL SCHEDULE

<table>
<thead>
<tr>
<th>Session</th>
<th>Full Session</th>
<th>Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>(5 weeks)</td>
<td>(10 weeks)</td>
<td>(5 weeks)</td>
</tr>
<tr>
<td>Start and end dates</td>
<td>May 29- July 2</td>
<td>May 29- August 12</td>
</tr>
<tr>
<td>Add</td>
<td>June 5</td>
<td>June 12</td>
</tr>
<tr>
<td>Drop</td>
<td>June 12</td>
<td>June 26</td>
</tr>
<tr>
<td>Mid-term grades due for undergraduates</td>
<td>June 12</td>
<td>June 26</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>June 19</td>
<td>July 17</td>
</tr>
</tbody>
</table>

**JUNE**

- 8 Last day to submit Spring 2012 Incomplete grades unless noted otherwise by faculty
- 8 Last day to submit Spring 2012 GNR grades before converting to F
- 18 Camp Creativity begins
- 24 Pre-College begins

**JULY**

- 1 Fall 2012 invoices mailed
- 3–8 Intersession: no classes meet except Camp, Pre-College, Interior Design, and others as noted in course listings.
- 4 Independence Day (College closed)
- 9 Session I grades due from faculty on CORCboard (studio and undergraduate academics)
- 9 Session I grades due from faculty on CORCboard (graduate academics)
- 16 Fall 2012 registration begins for Continuing Education students

**AUGUST**

- 3 Pre-College ends
- 10 Camp Creativity ends
- 12 Summer semester: last day of classes
- 13-14 Full Summer Session and Summer Session II: Make-up days for classes canceled due to inclement weather/emergencies ONLY— as announced by the Registrar’s Office. All other make-ups classes must be scheduled prior to the last day of class.
- 14 Full Summer Session and Session II grades due from faculty on CORCboard (studio and undergraduate academics)
- 15 Fall 2012 tuition due (2.5% late payment fee after this date, $100 minimum)
- 19 Full Summer Session and Session II grades due from faculty on CORCboard (graduate academics)
- 29 Fall semester: first day of classes

**SEPTEMBER**

- 3 Labor Day (College closed)
*Continuing Education students should see the Continuing Education course publication and Corcoran website for their Add/Drop policy. All dates are subject to change.

2011-2012 Exhibitions Calendar

2011

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Exhibition Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24–September 9</td>
<td>Corcoran Staff Show</td>
<td>White Walls</td>
</tr>
<tr>
<td>August 31–October 2</td>
<td>Transformers Alumni Exhibition</td>
<td>Gallery 31</td>
</tr>
<tr>
<td>September 14–September 23</td>
<td>India Study Away</td>
<td>White Walls</td>
</tr>
<tr>
<td>September 21–September 30</td>
<td>Art and the Book</td>
<td>White Halls</td>
</tr>
<tr>
<td>October 5–October 30</td>
<td>Agents of Change</td>
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* Dates and titles are subject to change.

Channels of Assistance
This section contains a comprehensive list that indicates the 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 by which they should be approached if assistance is needed.

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

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

**Financial Aid**
1. Assistant Director of Financial Aid
2. Director of Financial Aid
3. Senior Director of Admissions and Financial Aid
4. Dean of Enrollment

**Housing Matters**
1. Resident Assistant
2. Director of Housing
3. Associate Director of Student Affairs
4. Dean of Students

**Tuition Payments**
1. Student Accounts Assistant
2. Student Accounts Manager
3. Director of Student Financial Services
4. Vice President of Finance

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

**Student Records/Transcripts**
1. Office of the Registrar
2. Registrar

**Emergency Kurtz Loan**
1. Director of Student Accounts

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

**International Students**
1. Admissions Office (prior to matriculation)
2. Director of Academic Advising

**Study Abroad/Mobility**
1. Associate Director of Student Affairs

**Internships and Job Opportunities**
1. Career Services Specialist
2. Volunteer and Internship Coordinator (for internships at the Corcoran)

**Exhibitions and On Campus Installations**
1. Coordinator of College Exhibitions
2. Director of College Exhibitions

**Continuing Education Courses (1.5 credit)**
1. Continuing Education Advisor
2. Director of Continuing Education
3. Director of Academic Advising
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 academic warning and final grading processes. This office can assist on matters concerning registration, add, drop, and withdrawal procedures, course substitutions, immunization requirements, transcripts, and enrollment verification requests. Change of address, e-mail, and/or telephone number should be reported to the Office of the Registrar immediately.

Course registration for each semester occurs at dates announced during the prior semester (see Academic Calendar). All degree students must register for courses in advance during these dates, unless a significant issue prevents them from doing so. In that case, students should discuss the problem with their advisor, program director, 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 2-7 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.

II. REGISTRATION
Students are responsible for registering properly and meeting tuition deadlines. Students should confirm their enrollment on CORCBoard. Students unable to access their CORCBoard accounts should contact the Office of the Registrar at registrar@corcoran.org. Incomplete registration forms will not be processed, and students may be held responsible for any academic or financial consequences that may result. Incomplete information includes, but is not limited to, Social Security or student ID numbers, student signature, advisor signature, incomplete course information, and missing course prerequisites or department approval. Students must also clear all outstanding bills and financial obligations, including library fees, and overdue books prior to registration. While it may only occur rarely, the Corcoran reserves the right to make adjustments to a student's schedule for administrative purposes to ensure that students have the best possible access to courses needed to fulfill degree requirements.

III. SCHEDULE ADJUSTMENT
After initial registration, students need to file Add/Drop/Withdrawal form to make any schedule changes, including adding, dropping, or withdrawing from classes, changing class sections, and/or changing credit status within a class. Add/Drop/Withdrawal forms are available online at www.corcoran.edu, the Office of the Registrar, and at the Georgetown campus. These forms must be complete, signed by the appropriate advisor(s), and submitted to the Office of the Registrar. In the event that their primary advisor is unavailable, students may consult the chair or program head of their department, the director of academic advising, or the dean of students.

Students can add classes during the first two calendar weeks following the first day of classes. Course additions made after that two-week period require written permission from the dean of students, dean of enrollment, or the director of academic advising, and are only allowed under extraordinary circumstances. Students who report that they attended classes but were not on the official class roster after the last day to add will not receive retroactive credits. The last day to drop classes without a refund is five calendar weeks after the first day of classes. All classes for which a student is enrolled following the last day to drop will remain part of the student's permanent academic record.

The last day to withdraw from classes with a grade of W is 10 calendar weeks after the first day of classes. A grade of W is not calculated into the student's GPA, and students may re-enroll in withdrawn courses during a different semester. Retroactive withdrawals following the withdrawal deadline require written permission from the dean of students, 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 whose classes without extenuating circumstances which 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 and academic special topics courses (in which the content rotates from semester to semester) may be repeated once for credit. Other academic courses may not be repeated for credit. Graduate students need permission from their chairs or program director in order to earn repeat credit for use graduate studio electives. Repeated courses (i.e. any course, directed study, or internship that has the same course code) 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.

V. AUDITING COURSES
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 of 18 credits. Bachelor’s students exceeding this credit limit must pay for each credit that exceeds one course per semester. Audited courses do not satisfy any degree requirements, financial aid requirements, or minimum enrollment requirements for F-1 status.

Graduate Policies
Under certain conditions and with approval, graduates may register to audit courses. In addition to the $250 audit fee, students are responsible for any lab fees associated with a course.

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. All audits are on a space-available basis, according to priorities set by the College. Audit requests are considered on a case-by-case basis and in the event multiple audit requests are made by one individual, that individual will get priority status for one audit course per semester. It is the policy of the College that the number of students enrolled in the course for credit will be greater than the number of auditors and
that the learning needs of "for credit" students will take precedence.

Audits have no bearing on completion of degree requirements. The option to audit applies to classroom and studio courses, but not to situations such as field experience, internship, study abroad, or study away courses. Audits should register during the normal registration period, and before the start of the class. To appear on a student's transcript as an audit, auditing students must follow the same attendance rules that apply to students taking the class for credit.

The instructor 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; to participate in critique of 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 instruction. This option is justified only if (1) the project content cannot be covered in an existing course, (2) the student's department deems it of substantive value to the student's educational goals and interests, and (3) the project work will be done outside of regularly scheduled class time.

All directed studies are for credit (one to three credits). Students cannot take more than three credits per semester, and graduate students may enroll in up to 6 credits of directed studies total. Students enrolled in directed studies will have access to the facilities and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and the chair or program director of the student's department and when different, the course department. 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 Foundation students and Continuing Education students are not eligible for directed studies.

VII. COURSE SUBSTITUTION

Course substitutions are available to students who need to either take a class outside of the Corcoran College of Art + Design to make up a requirement or to take a substitute course within the College in place of a requirement. In all cases, approval is needed from the student's academic advisor and the chair or program director, or the dean of students, or the director of academic advising and the signed course substitution form must be recorded with the Office of the Registrar before the student may take the substitute class. Course substitution approvals are revoked if the student does not complete the approved coursework within the specified semester.

If a class is taken at another institution (outside of the Consortium of Universities of the Washington Metropolitan Area) the student must make arrangements with the visited institution to have an official transcript mailed directly to the Office of the Registrar immediately after the coursework is completed and graded. Credits cannot be evaluated for transfer until an official transcript is received. A satisfactory grade must be earned for a course to be accepted for transfer credit (B or better for graduate students and C or better for undergraduate students). Graduate students may transfer only graduate level courses. See section on Transfer Credit Evaluation for additional details.

If the substitute course is taken at another participating Consortium institution, a separate cross-registration process is required. See the section regarding the Consortium for a list of participating institutions, eligibility requirements, policies, and registration procedure.

Permission to take a course elsewhere will not be approved for a course that the student has attempted at the Corcoran and earned an unsatisfactory grade. Because graduate courses are generally specialized, students should not assume that courses at another institution will cover the same material as at the Corcoran, even when descriptions are similar.

VIII. TRANSFER CREDIT EVALUATION

Transfer credit evaluations for courses taken prior to matriculation, including work completed at the Corcoran, are completed by the Office of Admissions and are approved by the chair or program director when required. Students can petition to change the evaluations through the director of academic advising only during their first two semesters enrolled at the Corcoran, but should first contact their chair or program director for assistance.

Undergraduate

For associate's students, a maximum of 30 credits of transfer coursework can be considered towards degree requirements. Bachelor's students, who are following academic plans prior to 2009-2010 may transfer up to 78 credits (72 credits for students following 2009-2010 academic plans and beyond) from coursework completed at other institutions or from other programs within the Corcoran. Of those credits, undergraduate students may not transfer more than nine from outside the Corcoran after matriculated, unless authorized by the chair or program director, and the dean of students or director of academic advising.

Graduate

For graduate students, a maximum of nine credits of transfer coursework can be considered towards degree requirements. Of these nine potential transfer credits, no more than six credits can be taken after Corcoran matriculation unless authorized by the chair or program director and the director of academic advising or the dean of students. In addition, all minimum residency requirements must be met (see section on graduation requirements for more information).

IX. CONCURRENT ENROLLMENT IN MULTIPLE PROGRAMS/MAJORS

Other than the BFA/MAT 5-year joint degree program, the Corcoran does not offer the option to enroll concurrently in more than one program (e.g. degree and Continuing Education certificate), or to double major within a degree program.

X. LEAVE OF ABSENCE AND WITHDRAWAL POLICIES

Leave of Absence
At the discretion of the College, a student is permitted to take one Leave of Absence (LOA) for up to one academic year (i.e., two consecutive semesters) provided that he/she will be making no academic progress during that semester. The year of LOA must be continuous and cannot be separated by other semesters of academic activity. There is no fee for LOA.

A student cannot take a LOA if he/she has any Incompletes or ungraded work pending, and a student cannot transfer in any credits completed elsewhere while on leave (i.e., the student cannot take a LOA to take a course elsewhere with plans to transfer in the credits).

During a LOA the student is not entitled to use the services of the college and will not have access to the library or other campus resources or activities.

To request a LOA, the student must submit a Leave of Absence form (obtainable from the Office of the Registrar, director of academic advising, or the dean of students) that indicates the semester(s) for which leave is requested and a brief explanation for the leave request. A student on LOA for one semester can add a second consecutive semester of leave by submitting a written request for an extension of leave to the dean of students, dean of enrollment, or director of academic advising.

**Medical Leave**
In addition to standard LOAs, a student can request leave for a medical condition that will prevent him/her from making academic progress. Medical documentation may be required to process request for Medical Leave, and Medical Leave is not limited to two semesters in the way a standard LOA is, nor do semesters of Medical Leave need to be consecutive.

**Military Leave**
Active military personnel can receive Military Leave if they are being deployed or otherwise have their studies interrupted by their military service commitment.

For more information about leave for medical or military reasons, please contact the dean of students, dean of enrollment, or director of academic advising.

**Official Withdrawal**
Students who wish to withdraw voluntarily, through official withdrawal, from the Corcoran College of Art + Design's degree program must do the following:

1. Schedule an appointment with the dean of students, the dean of enrollment, or the director of academic advising for an initial discussion and receipt of the Corcoran withdrawal checklist.
2. Meet with the director of financial aid to determine how a withdrawal will affect their financial aid eligibility and/or payment status, and to complete a financial aid exit interview.
3. Meet with the student accounts manager to settle all due Corcoran payments and other financial matters.
4. Meet with Library staff to ensure that all library items are returned and overdue fees and/or replacement fees are paid.
5. Submit the signed withdrawal checklist for final approval to the dean of students or the dean of enrollment for review during exit interview.

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

**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.

**Return of Title IV Funds**
If a recipient of Title IV funds (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 earned aid 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 50% 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.

**EXAMPLE:** If a student completes 10% of the semester, then 10% of that student's federal aid is considered earned, while 90% is considered unearned and is thus returned to the respective Title IV programs from which the funds originated. However, be advised that as soon as 60% of a semester has been completed, there are no federal funds that are considered unearned.
The Title IV programs covered by these regulations at the Corcoran are to be refunded in the following order:

Federal Subsidized Stafford Loan
Federal Unsubsidized Stafford Loan
Federal Perkins Loan
Federal PLUS/Graduate Plus Loan
Federal Pell Grant
Federal Academic Grant
Federal SEOG
Iraq Afghanistan Service Grant

In accordance with federal regulations, the responsibility for repaying unearned aid may be shared by the Corcoran and the student in proportion to the aid each is assumed to possess. The Corcoran's share is the lesser of:

(a) the total amount of unearned aid or
(b) Institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and the Institution's share. In the case of scenario (a), whereby the Corcoran's share is the total amount of unearned aid, then the student would not owe anything.

REFUNDS: If any of the earned funds were not received by a student at the time of the withdrawal, he/she may be due a post-withdrawal disbursement. In this case, students may choose to decline some or all of the loan funds in order to avoid incurring additional debt.

NOTE: The Corcoran's refund policy is separate from the Title IV refund policy. Students should contact the Office of Student Accounts if federal funds were returned or credited to cover tuition costs; students should also contact the Office of Student Accounts to pay any uncovered institutional charges. 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

I. 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, National Defense Intelligence College, National Defense University, Trinity Washington University, University of the District of Columbia, and University of Maryland, College Park.

Note: (1) NDIC operates on a quarter calendar schedule. (2) NDU is currently open for cross-registration in the School for National Security Executive Education. (3) Trinity Washington University operates on a trimester calendar.

Who is eligible for enrolling in a course through the Consortium? (All of the following criteria are required)

- Currently enrolled degree-seeking undergraduate, graduate Art Education, and graduate New Media Photojournalism students in good academic and financial standing.
- Undergraduate students who have completed at least 24 credits towards their degree (including transfer credits), or have reached sophomore level.
- Students who have completed at least 12 credits at the Corcoran.
- Students who are registered for at least three additional credits at the Corcoran in the same semester in the Fall and Spring. Summer enrollment does not require concurrent Corcoran enrollment.
- Students who are not in their final semester of studies prior to graduation.
- Students who will be taking the Consortium course for credit/grade (audit and non-credit are not possible).
- Students who have not exceeded the maximum number of Consortium credits allowed (six for Associate's; 12 for Bachelor's; 9 for graduate Art Education; 9 for graduate New Media Photojournalism students). These credits are not counted against the maximum allowable post-matriculation transfer credits.

How do I know what courses are available?

A good place to start is the member list on the Consortium's webpage at [www.consortium.org](http://www.consortium.org). The page provides links to participating institutions, as well as academic calendars and general cross-registration information. You will need to consult the appropriate schedule of classes for the institution you are interested in visiting. It is important to note that registration requests for courses similar to those offered by the Corcoran during the same semester cannot be approved. Be aware of any additional fees that may be required, such as registration or course fees. You must meet all prerequisites.

How do I request to take a course through the Consortium?

All requests must be received at least two weeks prior to the start of the desired semester at the visiting institution.

After identifying your course selection, please meet with your department's chair or program director. Course enrollment is limited to one course maximum per semester. By obtaining permission, students ensure that they are following their program requirements, and are counseled on personal and professional goals.

You must demonstrate the relevance of the proposed course to your academic and/or post-college
goals. If the 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 requirement that it will be substituting for, and obtain signatures from the chair or program director. Submit this completed form to the registrar who serves as the Corcoran's Consortium coordinator. A copy of the course description, schedule, and any additional approval required by the visited institution (such as faculty permission, proof of meeting prerequisite, etc.) should be submitted with the registration.

The Consortium coordinator will review the request to ensure eligibility and submit the formal request to the visited institution for approval. In some circumstances the request may require an additional level of review by the dean of enrollment or the Academic Appeals Committee. Approved students will receive a copy of their Consortium registration card in case they need to obtain a student ID card at the visiting institution. Students should present their Consortium registration cards to visited institution instructor, but also keep copies as registration identification.

**How will I get a grade and credits for a course taken through the Consortium?**

The Consortium coordinator at the visited institution is responsible for reporting grades and credit information to the Corcoran College of Art + Design's Consortium coordinator. Consortium courses will appear on official Corcoran transcripts. All grades and credits are treated as completed in residency and as a result are calculated into grade point averages and credits attempted and/or completed.

Grades not received by the visited institution will be posted as GNR (indicating grade not reported). The GNR notation will either be replaced by a timely submission of grade, or as an F, in cases where the grade is not received after 30 days following the last day of the relevant semester and before the end of the following terms.

**How do I pay tuition for a Consortium course?**

Once courses are approved, processed by the registrar, and added to Corcoran schedules, students will be responsible for payment of tuition in-full at the Corcoran's tuition rate. Any applicable special course fees charged by the visited institution are the students' responsibility and should be paid directly to the visited institution. Course credits are counted toward part-time or full-time course loads at the Corcoran for billing, financial aid, and payment purposes.

**When will I find out if I am registered for the Consortium course?**

Because registration is based on space availability, each Consortium institution allows its own students ample time to register for courses before opening seats up to incoming Consortium students. In most cases, Consortium requests are not reviewed by the institution until a few weeks prior to the start of the semester.

**Important Additional Information**

- Consortium registration is not guaranteed and is subject to approval and course/space availability at the visiting institution.
- Consortium course enrollment is limited to one course per semester.
- Students wishing to drop Consortium courses must file a drop form with the Corcoran registrar immediately. Failure to observe the Corcoran's proper drop procedure and deadlines may result in a grade of F on permanent academic records. Any owed tuition refunds will follow the Corcoran's refund schedule and procedure. Incomplete grades follow the required final grade assignment timeline of the Corcoran.
- Tuition remission granted for fellowships, or employee benefits may not be used towards the Consortium registration.
- Independent or directed studies, online, non-credit, study abroad, pass/fail, and tutorial courses cannot be considered for approval.
- Undergraduate courses may not be considered for graduate credit.
- Students are expected to follow the regulations governing academic integrity and personal conduct at visited institutions.
- Students enrolled in degree programs at two or more Consortium institutions are not eligible to participate.
- Students are responsible for transportation to visited institutions.
- Visited institutions are responsible for grade submissions.
- Students who enroll in a Consortium course must receive at least a C to be eligible for future Consortium course registration. Graduate students must earn at least a B for future eligibility.
- Continuing Education Certificate and non-degree students cannot take courses under the Consortium of Universities arrangement.
- Corcoran graduate students, except those enrolled in Art Education programs, are not eligible for cross-registration.
- Valid special requests outside these guidelines can be considered by the chair or the program director and dean of enrollment or the academic appeals committee.
- Library privileges are extended to visiting students.

**II. CONSORTIUM REGISTRATION POLICIES FOR GUEST STUDENTS**

The Consortium of Universities of the Washington Metropolitan Area consists of American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Trinity Washington University, University of the District of Columbia, and University of Maryland, College Park. In most cases, students
enrolled in these institutions can attend certain classes at other participating institutions and use those credits toward resident credits at their home institutions. The Consortium allows students to take occasional courses to augment a program rather than develop an individual program. Payment of tuition for courses is made at the student’s home institution.

Note: (1) NDIC operates on a quarter calendar schedule. (2) NDU is currently open for cross-registration in the School for National Security Executive Education. (3) Trinity Washington University operates on a trimester calendar.

**Eligible Courses**
Based on space availability and prerequisite requirements, visiting students may take any undergraduate studio elective, undergraduate academic (AH or AS), or undergraduate and graduate Art Education (ED) course for credit. Permission from the chair or program director is required for undergraduate academic, Art Education course, or any graduate level course in Interior Design. Graduate level registration requires that visiting students must be enrolled in graduate level degree programs at their home institutions. Eligible courses are listed in the Continuing Education section of the Corcoran’s website.

**Exclusions**
- Required Bachelor’s classes not open to the public are not eligible for cross-registration. These include, but are not limited to, Foundation classes, Core/Major Studio classes, 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 paid directly to the home institution. All lab fees are additional, and must be paid directly to the Corcoran by the student. Continuing Education registration fees are waived for Consortium students. 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/current_students/forms.php](http://www.corcoran.edu/current_students/forms.php)
- All registration is coordinated by the registrar, who serves as the Corcoran’s Consortium coordinator.
- Registration requests are accepted at the beginning of Continuing Education open registration (as posted in the Academic Calendar), and up to one week before classes begin.

**Additional Information and Access to Facilities**
Visiting students enrolled at the Corcoran will be issued a Corcoran registration confirmation from the Office of the Registrar. Students should also carry a copy of their processed consortium registrations for identification purposes. Students should present a copy of their registration confirmation and personal government or school-issued ID. Students have the option of purchasing a plastic ID card, which can be electronically keyed to enter enrolled campuses, by contacting E Street Security.

**III. 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 30 affiliated institutions in the United States and Canada.

Applications are due one semester prior to the desired semester of study (October 14 for the following spring semester and March 30 for the following fall semester). Interested students must meet with the associate director of student affairs for assistance in selecting the most beneficial program for their educational and career goals, interests, and abilities. Completed applications are sent to the host institution by the Office of Student Affairs (not by the individual student).

The mobility program is open to full-time bachelor students in their junior year who are in good academic standing, have their chair’s or program 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 Participating in the Mobility Program:**
- Alberta College of Art and Design; Calgary, Alberta Canada
- Art Academy of Cincinnati; Cincinnati, Ohio
- Art Institute of Boston; Boston, Massachusetts
- California College of the Arts; Oakland, California
- Cleveland Institute of Art; Cleveland, Ohio
- College for Creative Studies; Detroit, Michigan
- Columbus College of Art and Design, Columbus, Ohio
- Cooper Union School of Art; New York, New York
- Corcoran College of Art + Design; Washington, D.C.
The following institutions outside of the United States and Canada have an affiliation with AICAD and participate in many of AICAD’s programs.

- Burren College of Art; Ballyvaughan, Ireland
- Osaka University of Arts, Osaka, Japan
- Bezalel Academy of Arts and Design, Jerusalem, Israel

IV. NEW YORK STUDIO RESIDENCY PROGRAM

NYSRP, The New York Studio Residency Program is a project of AICAD. It is an example of a 13 credit program for undergraduate art and design students in New York City—a model of art education that combines learning with location as an important ingredient, and is built on diversity, self-motivation, and discourse. Students participating in the New York Studio Residency Program are selected by their schools. All credits are transferred directly to the students’ participating schools.

The semester-long program is conveniently located in Brooklyn’s D.U.M.B.O. neighborhood. Students will have access to individual art studios, a seminar room, a wood shop, a computer room, and a kitchen/dining area. The New York Studio Residency Program offers two options: (1) Independent Study: Students receive studio space to pursue their work based on a plan developed with their chair or program director; or (2) Internships: Students can work with professional design firms and artists.

Students participating in either option must attend seminars and visiting artist lectures, maintain a journal, and keep up with required studio work or internship tasks for a total of 13 credit hours per semester. The four faculty members consist of two art critic/writers and two artists, with a man and woman in each group. There is a studio manager for the facility as well who works with the director and the students.

Bachelor's students may apply for either the Fall or Spring semesters of their junior year. Applicants must submit the formal application, be in good academic standing, have a minimum cumulative GPA of 3.0, and recommendations by two faculty members. Participants will be selected by a jury of Corcoran faculty. The Corcoran deadlines for expressing an interest in applying to the program are October 14 for the following spring semester and March 30 for the following fall semester.

For more information, please visit [http://nysp.aicad.org](http://nysp.aicad.org).

V. STUDY AWAY

Students are encouraged to take advantage of the many study away programs offered through the College. Study Away is a short term allowing students to study internationally while receiving course credit. Previously, students have studied with Corcoran faculty in Nicaragua, El Salvador, Mexico, and India. Two courses that run regularly throughout the academic year for degree students are:

San Miguel de Allende, Mexico

In a unique collaboration between the Corcoran College of Art + Design and Mexico’s Instituto Nacional de Bellas Artes, students are invited to participate in select classes held at the Escuela de Bellas Artes in San Miguel de Allende, Mexico. This unique collaboration between the Corcoran College of Art + Design and Mexico’s Instituto Nacional de Bellas Artes is part of a series of
programs that promote cultural exchange through education in the arts in beautiful and culturally rich San Miguel. Courses are offered during winter break, spring break, and during the summer semester.

**Ladakh, India**

Ladakh, a high-altitude desert beyond the peaks of the Himalaya, offers few resources in an extreme climate. Yet it has been the home of a thriving agricultural society for over a thousand years. In this course students explore the coping skills and attitudes that allow the people of Ladakh to survive and prosper in peace and harmony under the harshest of circumstances. Students examine community and family structures, the role of ancient localized knowledge, as well as Buddhist traditions to learn whether Ladakh is prepared to meet the challenges of increasing westernization without losing its ecological balance and social harmony. The course will meet four times during the spring semester to prepare for a month-long tour of Ladakh beginning in June in New Delhi.

For more information on the Corcoran's study away programs, please contact Robert Devers, coordinator of study away programs at rdevers@corcoran.org.

**VI. STUDY ABROAD**

The Corcoran offers students the opportunity to study abroad for one semester during their junior year. Students have previously studied in Denmark, Ireland, Italy, France, England, Canada, Australia, New Zealand, Scotland, Colombia, Germany, Estonia, and the Netherlands. Interested students must meet with the associate director of student affairs for assistance choosing the program that most fits their needs. Participation in semester study abroad programs must be approved by the student's department chair or program coordinator before the formal application is submitted. Completed applications are sent to the host institution by the Office of Student Affairs (not by the individual student).

Students who wish to participate in a summer/winter break study abroad program are not required to apply for these programs through the Corcoran or seek departmental approval for participation. However, if the student wishes to receive transfer credit for courses taken during a non-semester study abroad program, he/she must seek departmental approval for any course substitutions, and must adhere to the policies defined in the section on Transfer Credit Evaluation and the section on Mobility/Study Abroad Grades for further details.

**VII. MOBILITY/STUDY ABROAD TUITION AND HOUSING**

Students participating in an approved mobility/study abroad program pay Corcoran tuition directly to the Corcoran College of Art + Design (there are no exceptions to this policy). If applicable, the student receives the regular financial aid award to which he or she is entitled. Students participating in the mobility program or study abroad programs are not eligible for employment from the host institution.

Students must contact the host institution to determine if there are any additional fees, outside of tuition, that are required. Policies on these fees vary by institution and program and are to be paid directly to the host institution by the student. Students are responsible for arranging and paying for housing and transportation during the mobility/study abroad semester.

**VIII. MOBILITY/STUDY ABROAD GRADES**

While away, students are governed by the host institution's academic regulations. All courses taken at a host institution must be pre-approved by the student's chair or program director, and a mobility/study abroad course substitution form must be submitted to the Office of the Registrar prior to the student's exchange semester. Credits received through the mobility program are counted toward the student's residency at the Corcoran College of Art + Design, and are factored into the student's cumulative GPA.

Credits earned for a pre-approved study abroad program are considered transfer credits. Grades eligible for transfer must be Cs or better. Received credits do not count toward a student's residency at the Corcoran College of Art + Design, and the grades earned are not factored into a student's cumulative GPA.

After completing a mobility/study abroad semester, student must request an official transcript of their grades to be sent to the Office of the Registrar at the Corcoran to apply the credits to their program. Official transcripts and final course substitution forms are due no later than 30 days into the semester following their exchange semester. If credits for the exchange semester are not finalized by this deadline, a registration hold will be placed on the student's record, and he or she will not be able to register for future semesters or make changes to his or her current schedule.

**IX. INTERNSHIPS**

Internships can help students develop marketable skills, establish professional contacts, and explore different career options. A good internship should offer the student career-related experience in a setting where the student may learn about professional practice in their field. While some administrative tasks are necessary, these should be minimal with most of the work focusing on skill-building or educational opportunities.

NOTE: Continuing Education students are ineligible for internships.

Students are responsible for locating and securing individual internships, with the assistance and approval of their department chair. The career services specialist can also be consulted when looking for internships. To receive credit for an internship, the student needs to complete an internship contract and the appropriate registration form. The internship contract is the agreement between the internship provider, the Corcoran, and the student; all three must be signed.

**Undergraduate Students**

To be eligible to earn academic credit for an internship, students must have completed their Foundation Year or have earned equivalent credits (30). While students are free to do multiple internships while enrolled at the Corcoran, students cannot take more than one internship per semester. A 45–60 hour internship is equivalent to 1.5 credits and a 90–120 hour internship is equivalent to 3 credits.
The student must receive signed approval from his or her department chair before he or she will be allowed to register for internship credit. The department chair’s signature must appear on both the contract and the registration form or the internship registration will not be processed. The contract must be turned in to the Office of Student Affairs before the internship start date. The registration or Add/Drop form must be submitted to the Office of the Registrar before the add/drop deadline of the semester the student is seeking credit. Late contracts will not be accepted and credit will not be given.

In order to receive a grade for the internship the student is required to submit a mid-semester evaluation and final evaluation of the internship experience. The internship provider is required to submit a final evaluation of the student’s performance with a recommendation for a grade (pass/fail) no later than 10 working days prior to the end of the semester. The student’s department chair is responsible for reviewing the student and employer evaluations and submitting the final grade to the Office of the Registrar.

**Graduate Students**

Graduate students should consult their department chair and/or program director for guidelines and requirements specific to their program. The Career Services Specialist can be consulted to help locate internship opportunities.

### Academic Policies for Undergraduate Students

#### I. KNOWLEDGE OF CORCORAN COLLEGE OF ART + DESIGN POLICIES

Each student is responsible for knowing the academic and general policies of the Corcoran College of Art + Design. The student handbook is the normal repository of College policies, but corrections, changes, or interpretations can be announced by other means, including e-mail notifications at any time. 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 quality (GPA) 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 have earned and still need to earn to meet graduation requirements. Students with questions about their academic progress should contact their chair or program director for clarification.

#### III. ACADEMIC LOAD AND STANDARDS FOR ACADEMIC PROGRESS

**Associate of Fine Arts Degree (AFA)**

Sixty-six (66) 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/BFA)**

One hundred–twenty (120) credits are required to earn a BA or BFA degree for students. Students following the 2008-2009 academic plan or prior require 126 credits to earn their degree. BFA students are required to maintain full-time status (excluding summer). The minimum full-time load for bachelor’s students is 12 credits per semester and the completion of at least 21 credits per year. Audited and non-credit classes do not count toward the minimum full-time academic 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 dean of students, or 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. BA students have the option to register part-time throughout their enrollment (excluding international students with an F-1 visa).

Students are encouraged to meet with the director of financial aid to discuss award 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 graduation degree requirements is 10 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.

**Good Academic Standing: Associate’s Students**

Associate’s students must maintain at least a 2.0 semester and cumulative GPA to maintain good academic standing.

**Good Academic Standing: Bachelor’s Students**

Bachelor’s students following a 2009–2010 academic plan or after must meet the following conditions to remain in good academic standing: maintain a minimum semester and cumulative GPA of 2.0, and make satisfactory academic progress towards their degree (see above). Students should note that a minimum cumulative GPA in the student’s major of 2.5 is required for graduation.
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 Core course.

V. ACADEMIC PROBATION

Associate’s Students

Failure to receive at least a 2.0 semester or cumulative GPA will result in a notation of academic probation on the student’s transcript. Students placed on academic probation have two semesters to resolve their academic deficiency. To go off academic probation, students must successfully complete at least six credits toward their degree with a 2.0 cumulative GPA, and 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.

Bachelor’s Students

For Bachelor’s students following a 2009-2010 academic plan or after, failure to achieve at least a 2.0 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 12 credits for the next fall or spring semester of enrollment (summer optional), and earn a minimum 2.0 semester and cumulative GPA. 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.

A minimum cumulative curriculum GPA of 2.5 is required for graduation. Students who fall below this minimum will receive an Academic Warning. Students who receive an Academic Warning for major GPA are required to meet with their program head or chair to discuss strategies to improve their grades to a satisfactory level.

For all other bachelor's students, failure to achieve at least a 2.0 cumulative and semester GPA, or to earn a grade of C or better in each required Core studio course will result in academic probation. Students placed on academic probation have one semester to resolve their academic deficiency. To be removed from academic probation, the student must attempt a minimum of 12 credits for the next fall or spring semester of enrollment (summer optional), and earn at least a 2.0 for both semester and cumulative GPA’s, and earn a C or better in each required Core studio course. Failure to meet these requirements will be considered unsatisfactory academic progress, and will result in academic dismissal from the Bachelor’s degree program. Academic dismissal will also occur if the cumulative GPA falls below 1.0.

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 serious academic deficiencies, but who has also demonstrated the potential to eventually succeed. A student on suspension cannot take courses, but does not have to apply for re-admission 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 by the dean of students, dean of enrollment, or the director of academic advising.

VII. ACADEMIC DISMISSAL

Associate’s Students

Students earning a cumulative GPA less than 1.0 or failure to remove oneself from academic probation within two semesters will result in academic dismissal from the Associate’s degree program.

Bachelor’s Students

For bachelor’s students following a 2009-2010 academic plan or after, failure to earn a 1.0 or higher cumulative GPA or earning two consecutive semesters of academic probation will result in academic dismissal from the BA or BFA degree program.

For all other bachelor’s students: Failure to earn a 1.0 higher cumulative GPA, earning two consecutive semesters of academic probation, or earning an F in a required Core studio course will result in academic dismissal from the BA or BFA degree program.

Chairs or program directors can also dismiss undergraduate students on academic probation if they believe it is highly unlikely that the student will achieve good academic standing in the following semester. Dismissed students must wait two semesters before applying for readmission to 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 dean of students, dean of enrollment, or the director of academic advising. Students who are readmitted after being dismissed will return on probation and must meet the requirements for returning to good academic standing in order to continue enrollment.

VIII. CHANGE OF ACADEMIC PROGRAM

Undergraduate students considering a change to their academic program should discuss their intentions with the appropriate chair or program director and the dean of students or the director of academic advising. Students should consider their options carefully since changing an academic program can often require additional coursework and may delay graduation due to the sequencing of required major studio requirements. Declaration/Change of Academic Program forms available online at www.corcoran.edu, or in the Office of the Registrar 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 AICAD Mobility Program and/or the Consortium of Universities of the Washington Metropolitan Area. No credit above 4.0 is given.

### Undergraduate Letter Quality Grade Descriptions

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Outstanding Achievement</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Very High Quality Work</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Significantly Above Average Achievement</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Well Above Average Achievement</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Slightly Above Average Achievement</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Above Average Achievement</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average Achievement</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>Slightly Below Average Work*</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>Well Below Average Work*</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Significantly Below Average Work*</td>
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<tr>
<td>F</td>
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<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
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<tr>
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</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Passing Grade For Internships</td>
</tr>
</tbody>
</table>

*Failing grades are assigned when the student has not fulfilled the appropriate requirements for a course, (e.g. missing work, excessive absences, missed exams and critiques) and neglecting to withdraw or request an incomplete by the deadlines. Grading policies may differ for each instructor (see section on Attendance Policy), so students should review each course syllabus and make sure they understand the requirements for each class. Students who are following a 2008-2009 or prior academic plan and receive grades of C-, D+, D, or D- in required Core classes, may either have to repeat the course or complete an appropriate equivalent course as determined by the 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 necessary Core courses will be offered again. Students who are following a 2009-2010 academic plan or after must maintain a minimum semester and cumulative GPA of at least 2.0.

### Grading Scale by Percent

The Corcoran does not dictate a percent grading scale. Instructors may determine the grading criteria and structure for their course based on assignments, attendance, or other criteria at their own discretion. The grade scale and criteria for a course must be included in the course syllabus which is provided to students at the beginning of the semester.

### 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 not be factored into semester 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 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 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 receiving two or more academic warnings will receive a letter informing them of a required meeting with the dean of students. Bachelor's students who are following a 2009-2010 academic plan or after will be issued an Academic Warning if their cumulative major GPA falls below a 2.5.

### 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. No additional work can be submitted to improve a grade after the final grade has been assigned. Grade changes will not be considered until the instructor submits a change-of-grade form to the Office of the Registrar.

### Incomplete Grade

An incomplete grade is a temporary deferral of a final grade pending the make-up of a small
Undergraduate students will 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 change is indicated on their request for incomplete grade forms. Incomplete deadlines may be extended up to the 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 or notification of extension from the instructor within the pre-approved deadline.

Grade Not Reported

A notation of GNR on a transcript indicates that the instructor has failed to submit a grade by the deadline. After 30 days, if attempts to secure a grade from the instructor are unsuccessful, the GNR is replaced with an F. Grades that revert to F may have retroactive impact on a student's academic standing. GNR grades are not calculated into student's GPAs until replaced by a letter grade.

A GNR may also be assigned as non-punitive for required courses that demand extended year-long or repeat enrollment such as Pro-Thesis, Thesis, FA7950/FA7951 MA/Art Education Studio Capstone, ED6900/ED6901 Art Education Studio Teaching, and ED6910/ED6911 Art Education Internship. In these cases, the GNR will remain on the student's record while the student is actively enrolled in courses or maintaining status at the Corcoran, or until the GNR is replaced by a grade or an incomplete.

Dean's List

Associate's students carrying a minimum of six credit hours and achieving a 3.5 semester GPA 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. UNDERGRADUATE REGISTRATION IN GRADUATE COURSES

Undergraduate juniors and seniors may request permission to enroll in graduate level courses with permission of the graduate department, and their advisor or director of academic advising.

Undergraduate students in the BFA/MAT 5-year program may register for graduate level courses, that are part of their curriculum and do not need additional approval beyond their advisor or program head.

XI. GRADUATION REQUIREMENTS FOR UNDERGRADUATE STUDENTS

For a degree to be conferred, students must be actively enrolled at the Corcoran with good academic standing during their final semester of their degree programs. All coursework must be completed, even if the coursework is not applicable to a given degree. Undergraduate students with six credits or less needed to fulfill their degree requirements can petition their chair or program director and the provost 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 online and in the Office of the Registrar and must be submitted no later than the term prior to the start of their final semester of enrollment, e.g. in the fall semester for spring or summer graduation, and in the spring semester for fall graduation. Forms should indicate the term in which the student anticipates completion of all academic requirements. A graduation fee of $150 is required. The application and fee will be valid for one year (three semesters, including summer). If academic requirements are not met within the allotted time, a graduation application must be resubmitted with fee. Upon receipt of the graduation application, a graduation audit is completed and a student's status, including any missing coursework or required registration adjustments, is communicated via their departmental advisors. As noted in the Academic Progress section, students are ultimately responsible for the completion of all requirements, so it is strongly encouraged that they familiarize themselves with their planning sheet or online academic plans before matriculating during their enrollment to be sure that they remain on track for timely graduation. If students have any questions about their progress they should contact their advisor or chair/program head.

If a student completes all academic requirements, but has not submitted an application for degree, they will be cleared for their degree, however, a hold will be placed on their record until the paperwork and fees are submitted.

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 provost'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 percent of the principal balance and will be added to the principal amount due. Additionally, students would be responsible for any legal fees and/or court costs. Students and/or parent(s) will be reported to credit bureaus once a balance is placed with a collections agency.

Associate's Degree

Associate's students must complete all academic degree requirements, earn at least 36 Corcoran credits after matriculation, satisfy all outstanding bills, charges, and accounts, and have a cumulative GPA of 2.0 or higher.

Bachelor's Degree

Bachelor's students must complete all academic degree requirements, earn at least 48 Corcoran credits after matriculation, satisfy all outstanding bills, charges, and accounts, and have a cumulative GPA of 2.0 or higher. Students who follow a 2009-2010 academic plan or after must also have a 2.5
cumulative major GPA. Bachelor’s students with a cumulative GPA of 3.5 or greater upon the completion of their degree will earn a notation of honors on their transcript.

Academic Records After Graduation
Students are issued complimentary copies of their official transcripts upon graduation. Students are strongly urged to review these documents for errors, as changes can be made to the academic record only in the two-month period following graduation (see Academic Appeals Committee for more information).

Academic Policies for Graduate Students

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

II. ACADEMIC PROGRESS
Academic progress is the standard by which progress toward a degree is measured, in terms of quality (GPA) and quantity (number of credits earned towards graduation). In order to remain in good academic standing, graduate students must maintain a minimum semester and cumulative GPA of 3.0. The maximum time limit for completing degree requirements varies according to the specific degree and program. Additionally, academic progress at the graduate level is assessed through a comprehensive coursework review with the chair or program director during the semester in which all academic requirements are completed. Students are deemed degree candidates following successful reviews and written notifications by each program, and will be cleared to finish remaining internships, theses, comprehensive examinations, and any additional non-residential requirements.

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

III. ACADEMIC LOAD
Graduate students must be enrolled in at least nine credits each semester, excluding summer semesters, to be considered full-time. International students holding an F-1 visa must be full-time each semester, excluding summer. Part-time graduate students must be enrolled in at least six credits each semester, excluding summer semesters. Audited and non-credit classes do not count towards the minimum academic load. Graduate students must have written permission from the director of academic advising, the dean of students, or the 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: Full-time enrollment each term (excluding summer) 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 continuing consultation with the program director.

Master of Arts in Art Education: Students take at least one course in fall and spring terms, but usually no more than six credits in those semesters. A typical schedule equals approximately four to five courses per full year in Education, Studio and other art courses, combined. Summer study is strongly recommended for coherency of experience in the program, and students may take nine credits or more over two summer semesters.

Master of Arts in New Media Photojournalism: Full-time enrollment each term (excluding summer) is required for the degree. It may be necessary to complete an internship during the summer.

All other graduate programs: Full-time enrollment is optional, but part-time graduate students must be enrolled in at least six credits each semester, excluding summer. Audited and non-credit classes do not count towards the minimum academic load. Graduate students must have written permission from the director of academic advising, the dean of students, dean of enrollment, or the provost to register for fewer than six credits per semester. Permitted enrollment under six credits may occur in a student’s final semester when nearly all required credits have been completed. The maximum time limit for completing degree requirements varies according to the specific degree and program as detailed below:

Maximum Time Limits
For continuously enrolled graduate students, the maximum time limit for completing degree requirements is four years, except for the MA in Art Education, which is six years. Additional annual credit earning minimums as detailed below:

Master of Arts in Interior Design: 60 credits in four years, with a minimum 15 credits per year, extension for thesis with permission of the program director

Master of Arts in Teaching: 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 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 thesis or examination with permission of the program director

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

Master of Arts in Art Education: 33 credits in six years; with a minimum 5.5 credits per year

Master of Arts in New Media Photojournalism: 48 credits in four years; with a minimum of 12
In all cases, including interruptions in study, the maximum time limit for completing graduate degree requirements is 10 years from time of matriculation at the Corcoran. Students should request a leave of absence prior to the semester(s) of planned academic inaction.

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. 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 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).

IV. MAINTAINING STATUS
Students who have registered for all credits required for their degree but have not yet met all degree requirements (e.g., Incomplete in one or more courses, unfinished Thesis, continuing preparation for final examination) need to register each fall and spring until the degree is completed. Auditing a course does not fulfill this requirement. In this case, a student can register for a graduate level credit-bearing extra elective, or can register for Maintaining Status.

Maintaining Status bears no credit or requirements, but it does carry a $1,000 fee. For financial aid purposes, Maintaining Status counts as half time enrollment (minimum 6 credits). This registration maintains a student's active status with the College and provides him or her with access to College resources (library, physical facilities, faculty, e-mail, etc.). Maintaining Status is not required during summer unless a student is planning to complete requirements in July or August, in which case you must fulfill the registration during final term requirement, either by Maintaining Status or registering for another credit-bearing extra elective. If you do not resolve all of your work at the end of what you expected to be your last semester (e.g., taking an Incomplete), you will need to Maintain Status for the following semester in order to maintain your student status and resolve your remaining work.

V. ACADEMIC STANDING
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 based on graduate level coursework and undergraduate courses which apply to the Art Education art elective requirement 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 based on graduate level coursework and undergraduate courses which apply to the Art Education art elective requirement will result in academic probation. Students placed on academic probation have one semester to resolve their academic deficiency. To be removed from academic probation, the student must attempt a minimum of six credits toward their degree and earn at least a 3.0 semester and cumulative GPA based on graduate level coursework and undergraduate courses which apply to the Art Education art elective requirement. 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 receive an F in two graduate courses, earn nine credits of unsatisfactory (i.e. B-, C+, C, or F) grades in all attempted graduate courses, or cannot remove oneself from academic probation within one semester will be dismissed from the graduate degree program.

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

IX. GRADING SYSTEM FOR GRADUATE 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 the AICAD Mobility Program and/or the Consortium of Universities of the Washington Metropolitan Area. No credit above 4.0 is given.
### Graduate Letter Quality Grade Descriptions

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Exceptional/Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent/Beyond Expectations</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Pass With Demonstrated Strengths</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Passing/Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Passing/Fundamental Mastery*</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Passing/Questionable Mastery*</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Passing/Incomplete Mastery*</td>
</tr>
<tr>
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<td>0.0</td>
<td>Failure, Dismissal If Recurrent</td>
</tr>
<tr>
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</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
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<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
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</tbody>
</table>

*Graduate students are advised that while B-, C+, and C grades are passing grades for a course, failure to earn higher than a 3.0 semester or cumulative GPA based on graduate level coursework (including those undergraduate courses which apply to the Art Education art elective requirement) will result in academic probation. In addition, graduate students must maintain at least a 3.0 cumulative GPA to be eligible for graduation.

### Grading Scale by Percent
The Corcoran does not dictate a percent grading scale. Instructors may determine the grading criteria and structure for their course based on assignments, attendance, or other criteria at their own discretion. The grade scale and criteria for a course must be included in the course syllabus which is provided to students at the beginning of the semester.

### Academic Warning
Graduate students whose work falls below the B grade level at any point 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. Students receiving two or more academic warnings will receive a letter informing them of a required meeting with the dean of students.

### 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. No additional work can be submitted to improve a grade after the final grade has been assigned. Grade changes will not be considered until the instructor submits a change-of-grade form to the Office of the Registrar.

### Incomplete Grade
An incomplete grade is a temporary deferral of a final grade pending the make-up of a small amount of coursework. Incomplete grades may be requested only under extraordinary circumstances when coursework completion is unavoidably and justifiably delayed. Students can only request an Incomplete when 80 percent of their coursework has already been satisfied. Faculty can refuse 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 final letter grade.

Graduate students will 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 change is indicated on their request for incomplete grade forms. Incomplete deadlines may be extended up to the last day of classes of the semester following the one in which the course was taken. An incomplete grade automatically becomes an F if the Office of the Registrar does not receive a signed change of grade form or notification of extension from the instructor within the pre-approved deadline.

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

### Grade Not Reported
A notation of GNR on a transcript indicates that the instructor has failed to submit a grade by the deadline. After 30 days, if attempts to secure a grade from the instructor are unsuccessful, the GNR is replaced with an F. Grades that revert to F may have impact on a student’s academic standing.
GFR grades are not calculated into student’s GPAs until replaced by a letter grade.

A GFR may also be assigned as non-punitive for required courses which require extended year-long or repeat enrollment such as Pro-Thesis, Thesis, FA7950/FA7951 MA/Art Education Studio Capstone, ED6900/ED6901 Art Education Studio, Teaching, and ED6910/ED6911 Art Education Internship. In these cases, the GFR will remain on the student’s record while the student is actively enrolled in courses or maintaining status at the Corcoran, or until the GFR is replaced by a grade or an incomplete.

Dean’s List
Graduate programs do not have Dean’s List notations.

X. GRADUATE STUDENT REGISTRATION IN UNDERGRADUATE LEVEL COURSES
Graduate students may register for up to two undergraduate electives per semester on an audit basis only. The following exceptions apply:

- Art Education graduate students who are enrolling in undergraduate courses which have been approved by their department to use the credit towards their art elective requirements
- Interior Design graduate students who matriculated prior to Fall 2011 who are enrolling for credit to fulfill their prerequisites at the undergraduate level (though registration in the graduate level prerequisite equivalent is strongly recommended).

Students should be aware that undergraduate courses taken for credit may impact academic standing.

XI. GRADUATE PROGRAM PREREQUISITE COURSES
Additional coursework, (up to 21 credits beyond the 60 credit degree requirements for MA in Interior Design students, and up to 6 credits beyond the 48 credit degree requirements for MA in Exhibition Design), may be assigned upon admission to those applicants whose undergraduate degrees are unrelated to Interior or Exhibition Design and for applicants who need additional instruction in certain areas. These courses provide a general knowledge base to prepare the student for work in their degree program. Students are notified of the courses which they must complete in their admissions acceptance letter. Prerequisites must be completed prior to enrolling in graduate level requirements, however, are waive-able by the department on a case by case basis given prior academic or professional experience. Prerequisites completed after matriculation into the program are factored into student GPA and therefore, may impact academic standing (see section on Academic Standing for specific policies).

Effective Fall 2011, prerequisites are listed at the graduate (5000) level, and may be eligible to apply for Financial Aid. All students entering Fall 2011 or beyond are required to complete the courses at the graduate level and will be assessed as graduate level tuition.

Students who entered the program prior to Fall 2011 have the option to register at the undergraduate level as originally permitted upon admission, or to substitute the graduate level equivalent. If the courses are completed at the undergraduate level, they are not eligible for financial aid.

Though they are prerequisites, courses at the 5000-level follow graduate level content requirements and grading scale, and may fulfill other program electives at the discretion of departmental advisors. Currently, no other programs have course-based prerequisites; however, individual courses may have prerequisites.

XII. GRADUATION REQUIREMENTS FOR GRADUATE STUDENTS
For a degree to be conferred, students must be enrolled at the Corcoran during his or her final semester of his or her degree program with good academic and financial standing. All coursework must be completed, even if the coursework is not being applied to the degree. Graduate students who need six credits or less to fulfill their degree requirements may petition their chair or program director and the provost to participate in the annual Commencement ceremony in May. Students will not receive their degree until all degree requirements are met. In addition, 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 provost's approval. Students fulfilling degree requirements in August or December will receive diplomas the following June.

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

Graduation application forms are available online and in the Office of the Registrar, and must be submitted prior to the start of a student's final semester of enrollment, i.e. in the fall semester for a spring graduation. Forms should indicate the term in which the student anticipates completion of all academic requirements. A graduation fee of $195 is required. The application and fee will be valid for one year (three semesters, including summer). If academic requirements are not met within the allotted time, a graduation application must be resubmitted with fee. Upon receipt of the graduation application, a graduation audit is completed and a student’s status, including any missing coursework, is communicated to their departmental advisors. As noted in the Academic Progress section, students are ultimately responsible for the completion of all requirements, so it is strongly encouraged that they frequently refer to their planning sheet or online academic plan throughout their enrollment to be sure that they remain on track for timely graduation. If a student completes all academic requirements, but has not submitted an application for degree, they will be cleared for their degree, however, a hold will be placed on their degree until the paperwork and fees are submitted.

See Below for Additional Graduation Requirements:

Master of Arts in the History of Decorative Arts (48 credits): 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), earn 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
Composition of the Committee

Master of Arts in Interior Design (60 credits) and Exhibition Design (48 credits): Students must complete all academic degree requirements; defend and submit a signed final copy of their thesis, earn at least 39 Exhibition Design or 48 Interior Design 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 Teaching (60 credits) and Master of Arts in Art Education (48 credits): Students must complete all academic degree requirements; submit a signed final copy of their thesis, earn at least 51 (MAT) or 41 (MAAE) 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. Thesis and internships may not 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 of students 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 (48 credits): 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 earned 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 GPA of 3.0.

Master of Arts in New Media Photojournalism (48 credits): Students must complete all academic degree requirements; submit a signed final copy of their thesis, earn 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.

Graduate programs do not have honors notations.

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.

General Academic Policies

I. ACADEMIC APPEALS COMMITTEE
Responsibility of the Committee
The Academic Appeals Committee’s responsibilities are to investigate and decide upon the following:

1. Appeal of Academic Standing
Students who believe they received an unfair academic probation, academic suspension, or academic dismissal may appeal in writing to the Academic Appeals Committee. In these cases, the burden of proof rests with the student, and the student must provide a clear and convincing argument to support the contention that the decision was unfair. Students are encouraged to append to their petition any additional documentation that they believe to be pertinent, e.g. if extenuating circumstance affected their performance. In rare cases where a student is granted a second consecutive academic probation or an academic suspension for one or more semesters (in lieu of a academic dismissal), all federal financial aid is automatically cancelled and the student is placed on financial aid suspension. Students may appeal their financial aid suspension in writing to the Corcoran Financial Aid Committee. Please contact the director of financial aid for specific instructions.

Note: Appeals for 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.

2. Appeal of Grade
Students who receive grades that they feel are inappropriate may petition for an academic grade review with the instructor and the chair or program director by the following procedure:

- The student should talk with the instructor. Whenever possible, conflicts over grades should be resolved informally between the instructor and student.

- If not resolved, the student should submit a letter that outlines his or her objections to the instructor and 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.

3. Request for a Formal Hearing to Challenge the Contents of Education Records
See section on the Family Educational Rights and Privacy Act (FERPA).
The Academic Appeals Committee is independent of the Honor Committee and the Student Conduct Committee. Members include the dean of students, the dean of enrollment, the director of academic advising, and the registrar. In addition, a department chair or program head will participate on an annual rotating basis. The dean of students also serves as the chair of the academic appeals committee. Participating chairs or program heads will provide feedback, but will not participate in the final decision in the event that students from their own department are being reviewed.

Conflict of Interest
A member of the Academic Appeals Committee who has a conflict of interest in the case, such as being a close friend or relative of the student or being a member of the course faculty. In such cases, the member must withdraw from the committee. The decision of the Academic Appeals Committee is determined by a majority vote. If there is no majority, the Chair of the Academic Appeals Committee determines the verdict. The decisions of the Academic Appeals Committee are final and there is no further appeals process.

II. ATTENDANCE POLICY
Students are expected to attend all class sessions and course-related activities for each course in which they register. Students may not attend any class for which they have not officially registered. Three absences (two during the summer term) within a given class, or 20 percent of the semester, are grounds for automatic failure of the course. If the student attends a course without proper documentation, but continues to attend, they will receive an F. Dropping courses is the student's responsibility. Absences should not be considered free days but are to be used only for sickness or for unusual situations when class attendance is not possible. 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.

III. EXCUSED ABSENCES
In exceptional circumstances, the dean of students, in coordination with the chair or program director, may approve emergency absences for medical or other legitimate reasons. In such cases, students are required to provide medical or other supporting documentation. Students should first notify their faculty and then turn in documentation to the dean of students immediately upon their return. Once proper documentation is received the Office of Student Affairs will notify his or her instructors of the approved excused absence.

Absences due to religious holidays must be pre-approved by the instructor five working days in advance of the absence, (see section in Student Accommodations and Resources for further instructions). Students should fill out the Request for Accommodation form and give it to their faculty. Faculty will sign approve or deny and send the form to the Office of Student Affairs.

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

IV. COURSE 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, the associate provost, and the dean of students approximately three weeks after the end of each 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 Provost'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 with the law two weeks prior to the beginning of a semester or will not receive an F. If they fail to comply by the end of the extension will result in administrative removal from classes and termination of enrollment. Students who have had their immunization compliance lapse during the semester cannot register for future semesters until they provide proof of receiving appropriate immunizations, and a hold will be placed on their academic record that prohibits the release of transcripts.

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 FOR ART EDUCATION STUDENTS
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 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. 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 artwork 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. Transcripts will not be released if the student has any outstanding bills, charges, library accounts and health/immunization requirements, or if equipment belonging to the College has not been returned. This includes overdue payments of Perkins and Kurz loans.

X. INTERNATIONAL STUDENTS
The Student and Exchange Visitor Information System
SEVIS is the United States government's information system for international students and exchange visitors and is monitored by the U.S. Department of Homeland Security. The Corcoran College of Art + Design is a SEVIS-authorized school.

Responsibilities of International Students
Applicants will work with the Office of Admissions and Financial Aid to establish their F-1 visa issues during the admissions process. After matriculation, F-1 international students will work with the director of academic advising in order to maintain correct contact and academic information and I-20 forms. All SEVIS records must be kept up to date and it is the responsibility of the students to maintain a valid immigration status for the duration of their stay in the United States.

Federal Requirements
International students and exchange visitors report to the director of academic advising for initial registration in SEVIS within 30 days of the first day of class.

Any change of information listed on the I-20, such date of graduation, change of major, or other information must be reported to the director of academic advising. Students must make the notification within 10 days of a change of address.

Course Load
Every semester undergraduate students must maintain a minimum of 12 credits per semester and nine credits per semester for graduate students. International students may be eligible to reduce their course load to a minimum of six credits per semester if they have a medical condition, are in the final semester of study, or are encountering academic problems. Students who wish to apply for a reduced course load should notify the director of academic advising.

International students who do not finish their program by the end date listed on their I-20, must notify the director of academic advising before the end date. They must maintain their status and make acceptable academic progress in order to extend their program.

Travel
International students, intending to travel abroad before completing their degree, must have their I-20 forms signed by the director of academic advising within six months of admittance back into the United States. They are required to keep their passport valid at all times.

Employment
Employment is restricted by federal regulations and must be authorized by the Corcoran's Office of Students Affairs. F-1 students may work on-campus with a maximum of 20 hours per week during the fall and spring semesters and are paid on an hourly basis. Full-time on campus employment is possible during breaks. Off-campus employment is generally prohibited for F-1 visa holders. Social Security numbers will be issued by the Social Security Administration to international students on an F-1 or J-1 visa only if they are authorized for employment and after a job offer has been extended.

The Office of Student Affairs administers F-1 student records, helps students comply with federal regulations, provides assistance to students who are on other types of visas, as well as students who are considering a change of status. Please contact Jon Youngs, Director of Academic Advising, (jyoungs@corcoran.org) with any questions or to schedule an appointment.

Curricular Practical Training (CPT)
CPT is authorization for students on an F-1 visa for internships that grant academic credit. Undergraduate students may apply for CPT in their junior year after completing one full-time, academic year in F-1 student status at the Corcoran with a 3.0 GPA. Graduate students may apply for CPT after completing at least one full-time academic year at the Corcoran with a 3.0 GPA. The application for CPT must be processed and approved by the Office of Student Affairs.

Optional Practical Training (OPT)
OPT is employment authorization that allows students on an F-1 visa or status to gain up to 12 months of professional work experience in their field of study. Eligible students may apply for this authorization for employment during their studies at the Corcoran or after the completion of studies. The application for OPT must be reviewed and approved by the Office of Student Affairs before being submitted to the U.S. Citizenship and Immigration Services. All students seeking employment must provide original documents verifying their right to work in the United States. For more information please see the "Students and Employment" section of the USCIS website: http://www.uscis.gov/portal/site/uscis.

Degree Completion
F-1 holders who have completed their program of study may remain in the U.S. for up to 60 days...
after the program end date listed on the I-20 form. Students may also be eligible to apply for a 12 month OPT that allows them to work after completing their studies. Students must contact the director of academic advising to obtain authorization before they take a leave of absence or withdraw from the Corcoran. Federal regulations give students 15 days to depart from the U.S. if they have authorization to withdraw from their program. Failure to depart from the U.S. will result in a violation of status. Federal regulations require students to leave the U.S. immediately if they violate their status in any way.

Honor Code

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

I. 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.

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

- Attempted cheating.

Plagiarism

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

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

- Plagiarism, in any of its forms, and whether intentional or unintentional, violates standards of academic integrity. Plagiarism is the act of passing off another's ideas or writing as one's own. Students are responsible for educating themselves as to the proper mode of attributing credit in any course. Faculty may use various methods to assess the originality of students' work.

Note: Plagiarism can be said to have occurred without any affirmative showing that a student's use of another's work was intentional.

Lying

Lying encompasses 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

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, memorandum, 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. Students are responsible for understanding their instructors’ policies with regard to the Honor Code. Students are also responsible for understanding the provisions of the Honor Code.

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

IV. PROCEDURE FOR REPORTING A VIOLATION

All students, faculty, and staff members witnessing or discovering a violation of the Honor Code should enlist, wherever and whenever possible, one or more corroborating witnesses to the overt act. The accuser(s) (student, faculty, or staff) must notify the Honor Committee within five working days from date of realization. The Honor Committee will, within five working days, mail a letter of accusation to the suspected party. This letter is addressed to the accused student's current mailing address listed with the Office of the Registrar.

A copy of this letter will be sent to the student's Corcoran e-mail account. The letter informs the suspected parties that they have five working days from the date of the letter to contact the Honor Committee and make an appointment to see the chair of the Honor Committee (or his or her designee) who advises them of their rights and options. The Honor Committee then begins an investigation, which does not involve a presumption of guilt on the part of the accused.

Any member of the Corcoran academic community who knows of but does not report an Honor Code violation may be accused of lying under the Honor Code.

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 Honor Committee is not restricted to one kind of penalty but determines one commensurate with the seriousness of the offense. Typical penalty ranges include:

- **Non-academic warning:** The student is given written warning that future misconduct may result in more severe disciplinary action. A written statement is placed in the confidential files of the Honor Committee but is not documented in the student's academic transcript.

- **Non-academic probation:** Ineligibility to participate in any activity representing the college and inability to serve as a member of the Honor Committee and the Student Conduct Committee. A written statement is placed in the Honor Committee's confidential files but not made part of the student's academic transcript.

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

- **Failing grade:** Recommendation in writing to the instructor for a grade of F for the work involved, or for the entire course. The student's permanent record reflects the academic evaluation made by the instructor.

- **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 dean of students. Non-academic suspension requires the review and approval of the dean of students who may alter, defer, or suspend the recommendation. During the period of suspension, the student shall not participate in College-sponsored activities including mobility/study away/ study abroad, orientation leadership positions, resident assistants, and college activities and events.

- **Recommendation of dismissal from the College:** A student's academic record would read "non-academic dismissal as of (date)." This penalty is recommended to the dean of students only in extraordinary circumstances, such as for repeated offenses. Non-academic dismissal requires the review and approval of the dean of students who may alter, defer, or suspend the recommendation.

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

VIII. APPEAL PROCESS

A written request for an appeal, detailing new evidence, procedural irregularities, or other grounds that may have sufficient bearing on the outcome of the hearing must be presented to the chair of the Honor Committee within seven working days after the date on which the verdict was rendered. The written request is reviewed by the dean of students. If a new hearing is granted, no voting member from the original hearing may vote in a second or subsequent hearing of the same case.

IX. RECORDS

The records of the hearing are kept in the Honor Committee files for a minimum of one year after the student's graduation or date of last attendance. If the evidence belongs to any person other than the accused, the original is returned to the owner and a copy is kept with the records of the
State Student Incentive Grants are federal funds that are allocated to states and matched with state contributions have made their scholarships possible.

The Corcoran participates in all major financial aid programs offered by the U.S. Department of Education. 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 fellows are also eligible for certain Graduate fellowships. The Corcoran utilizes the Federal Methodology (FM) needs analysis formula developed by the U.S. Department of Education to determine student eligibility, based on the financial information reported on the Free Application for Federal Student Aid (FAFSA). Student eligibility is evaluated each academic year but can be evaluated during the year if circumstances warrant. Once enrolled, students must maintain satisfactory academic progress (SAP) towards degree requirements (see Academic Standing) in order to be eligible to receive or continue receiving federal student financial aid. A minimum of half-time enrollment (six credits) is required for eligibility to receive federal and Corcoran financial aid, and to maintain financial aid eligibility.

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

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 1.

A completed FAFSA is required for all students interested in need-based aid, including Corcoran grants and scholarships, graduate fellowships, 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. The Corcoran's Title IV School Code is 011950. Students are encouraged to complete the FAFSA as soon as possible after January 1 to ensure adequate processing time. Please feel free to estimate the parent and/or student income on the FAFSA.

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

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 1.

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 fellowships, 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. The Corcoran's Title IV School Code is 011950. Students are encouraged to complete the FAFSA as soon as possible after January 1 to ensure adequate processing time. Please feel free to estimate the parent and/or student income on the FAFSA in order to meet the specified priority dates.

CORCORAN SCHOLARSHIPS AND GRANTS

Undergraduate and graduate students enrolled full-time are eligible to receive Corcoran scholarships and grants. Priority consideration is given to students who complete the financial aid application process by the specified priority dates. The President's Undergraduate and Deans Graduate Scholarships are non-need-based awards funded by the Corcoran that recognizes academic achievement and artistic talent. Corcoran grants are need-based awards based on the student's financial need as demonstrated by the FAFSA and availability of funds. In some cases scholarship recipients will be asked to personally acknowledge and thank the donors whose contributions have made their scholarships possible.

STATE AND FEDERAL PROGRAMS FOR UNDERGRADUATE STUDENTS

The Corcoran participates in all major financial aid programs offered by the U.S. Department of Education. Recipients must be U.S. Citizens or eligible non-citizens. Recipients must not be in default on a Federal Perkins, Stafford, or PLUS Loan, or owe a refund on a Federal Pell, SEOG, or the SSIG Grant. Male recipients must also certify compliance with the Selective Service System's registration requirements.

District of Columbia residents interested in the DC LEAP or DC TAG programs may complete the DC OneApp. For more information visit www.seo.dc.gov.

State Student Incentive Grants are federal funds that are allocated to states and matched with state contributions have made their scholarships possible.
funds to provide additional grants to eligible undergraduate students. SSIG regulations vary from state to state, and students should contact the State Student Assistance Agency in their state of residence for information and application materials. Some states allow grants to be used for attendance at colleges outside of the state.

Federal Pell Grants are awarded by the U.S. Department of Education. Eligible students may receive grants up to $5,550 for the 2011-2012 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.

The Federal Supplemental Education Opportunity Grants (SEOG) are awarded by the Office of Financial Aid. Eligible students can receive grants up to $1,500 for the 2011-2012 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 5 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 change in enrollment status to less than half-time.

**Federal Subsidized Loans**
Eligible dependent undergraduate students may borrow federal subsidized loans up to:

- $3,500/year as a first-year student (undergraduate)
- $4,500/year as a second-year student
- $5,500/year as a third- or fourth-year student

The interest rate for all undergraduate subsidized Stafford loans is fixed at 4.5% (3.4% for loans disbursed after July 1, 2011). The aggregate loan limit for dependent undergraduate students is $31,000 and the aggregate loan limit for independent undergraduate students is $57,000. The maximum subsidized loan limit for both dependent and independent undergraduate students is $23,000.

**Federal Unsubsidized Loans**
Dependent undergraduate students are eligible to borrow an Unsubsidized Stafford loan of up to $2,000 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

The interest rate for all undergraduate unsubsidized Stafford loans is fixed at 6.8%.

**Federal PLUS Loan**
Federal Parent Loans for Undergraduate Students (PLUS) Loans are credit-based. They are available to parents of dependent undergraduate students regardless of need. Parents may submit PLUS loan applications and PLUS Loan Master Promissory Note online at [www.studentloans.gov](http://www.studentloans.gov). Parents may borrow up to the cost of attendance minus any other financial aid the student has received.

**V. STATE AND FEDERAL PROGRAMS FOR GRADUATE STUDENTS**

**Federal Stafford Loans for Graduate Students**
Eligible graduate students may borrow up to $20,500 per year toward Federal Stafford Loans; of which a maximum of $8,500 may be subsidized. The cumulative maximum amount that graduate students may borrow, which includes undergraduate and graduate studies, is $138,500, not more than $65,500 can be subsidized. The interest rate for all graduate Stafford loans is fixed at 6.8%.

**Federal Graduate PLUS Loan**
Graduate student PLUS loans are credit-based. They are available to graduate students regardless of need. Graduate students may borrow up to the cost of attendance minus any other financial aid received. The GRAD PLUS loan application and PLUS loan Master Promissory Note are also available online at [www.studentloans.gov](http://www.studentloans.gov).

**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.

**VII. PREFERRED LENDER LIST**
The Corcoran College of Art + Design Preferred Lender List (PLL) includes the following lenders:

- Sallie Mae ([www.salliemae.com](http://www.salliemae.com))
- SunTrust Education Loans ([www.suntrusteducation.com](http://www.suntrusteducation.com))
- Chase Student Loans ([www.chasestudentloans.com](http://www.chasestudentloans.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 FFELP lender of their choice.

**VIII. WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**
Due to the recent enactment of a new federal law, the Health Care and Education Reconciliation Act of 2010, all colleges and universities were mandated to use the William D. Ford Federal Direct Loan Program for all new federal student loans as of July 1, 2010. The student and the parents, if they are applying for PLUS loan funds must sign a new Master
Promissory Note with the federal government. To sign a Direct Loan Program MPN, log on to the following website: www.studentloans.gov.

To complete a Direct Loan MPN electronically, students must have a Federal Student Aid PIN. The Federal Student Aid PIN is the same PIN used to complete the Free Application for Federal Student Aid (FAFSA). To apply for a PIN or for customer service regarding a previously assigned personal identification number, visit www.pin.ed.gov.

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

X. CORCORAN GRADUATE FELLOWSHIPS
The Corcoran Graduate Fellowship Program awards excellence in a particular field of study. Fellowships are awarded to talented incoming students based on the graduate application and academic merit. Students must be enrolled in at least nine credits per semester, maintain a minimum 3.5 cumulative grade point average and work 10 hours per week over the course of 15 weeks with the College or the Gallery.

XI. OTHER FORMS OF AID
Other forms of aid, including additional grants and scholarships, are often available through private organizations, including clubs, churches and employers. Students are encouraged to investigate sources from all affiliations. Students may also wish to use an online scholarship search service such as www.fastweb.com. Veterans and members of the armed forces are encouraged to explore all available educational resources. Undergraduate and graduate programs meet the program requirements for most external agencies.

XII. AWARDS
Each year during the spring semester, a number of awards and scholarships are presented to outstanding and exemplary students at the Corcoran Student Awards Ceremonies. Faculty and department chair or program director select the award recipients in accordance with the criteria specified for each award or scholarship.

XIII. 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 a ten-month period for an annual fee of $55. Visit www.tuitionpay.salliemae.com 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 kind generosity of the Evelyn Stefansson Nef Foundation. It is intended for students facing temporary personal, financial, or medical emergencies. Students may borrow up to $1,000 at a time, and the loan must be repaid within 90 days of receipt. A late payment fee of $50 may be assessed if unpaid by the deadline. In addition, a hold may be placed on the student's account. Any excess financial aid will be applied towards any outstanding Kurtz loan balance of the current academic year, even if prior to the 90 day deadline. Financial aid received in the current term may not be applied towards repayment of a Kurtz loan received in a prior academic year. Students wishing to apply for a Kurtz Loan may contact the Office of Student Accounts at (202) 639-1815 or ovakharlovskaya@corcoran.org to apply for the loan.

Tuition and Fees

Upon registration for courses (including, but not limited to, academic, studio, directed studies, maintaining status, non-credit workshops and internships) students will be assessed tuition and fees based on the following scale:

I. ASSOCIATE LEVEL TUITION AND FEES
   - 2011-2012 AFA tuition: $998 per undergraduate credit hour (courses numbered 1000–4999).
   - A mandatory $200 general 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 for each graduate’s final semester.
   - Payment is due by August 15 for the Fall semester, December 22 for the Spring semester, and May 18 for the Summer semester. For registration after a due date, full payment is immediately due upon registration.

II. BACHELOR LEVEL TUITION AND FEES
   - 2011-2012 BA/BFA full-time tuition is $29,940.
   - Full-time enrollment is defined as 12–18 credits per semester for two semesters, or $14,970 per semester.
   - A $300 tuition deposit is required for all new undergraduate students.
   - A mandatory $200 general 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 is due by August 15 for the Fall semester, December 22 for the Spring semester, and May 18 for the Summer semester. For registration after a due date, full payment is immediately due upon registration.
III. PART-TIME AND OVERAGE TUITION FOR UNDERGRADUATES
Tuition for students with written permission from the dean of students, dean of enrollment, or the director of academic advising to enroll at the Corcoran on a part-time basis is prorated at $998 per credit hour. Similarly, any student approved to enroll in more than 18 credits (whether for credit or audit status) during any given semester must pay an overage fee at the prorated tuition rate of $998 per credit hour for each additional credit.

IV. GRADUATE-LEVEL TUITION AND FEES
• 2011-2012 MA and MAT in Art Education tuition rate: $1,160 per graduate credit hour (courses numbered 5000 or above).
• 2011-2012 MA in Interior Design and MA in Exhibition Design tuition rate: $1,160 per graduate credit hour (courses numbered 5000 or above). A mandatory $50 technology fee is assessed during the student’s first semester of each academic year.
• 2011-2012 MA in the History of Decorative Arts tuition rate: $1,250 per graduate credit hour (courses numbered 5000 or above).
• 2011-2012 MA in Art and the Book tuition rate: $1,300 per graduate credit hour (courses numbered 5000 or above). A mandatory $450 studio fee is assessed per semester.
• 2011-2012 MA in New Media Photojournalism tuition rate: $1,300 per graduate credit hour (courses numbered 5000 or above). A mandatory $450 studio fee is assessed per semester.

V. ADDITIONAL GRADUATE-LEVEL TUITION AND FEE INFORMATION
• A mandatory $200 general fee is assessed to each graduate student’s account during the student’s first semester of each academic year.
• Tuition for undergraduate courses is $998 per credit hour.
• A graduation fee of $195 is assessed to the student’s account during each graduate’s final semester.
• Payment is due by August 15 for the Fall semester, December 22 for the Spring semester, and May 18 for the Summer semester. For registration after a due date, full payment is due immediately upon registration.
• The Continuing Education tuition benefit for K-12 full-time art teachers does not apply to students who are enrolled in a degree program at the Corcoran.

VI. OTHER FEES

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<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>25%</td>
<td>Late payment fee (tuition &amp; related fees): 2.5% at the time account is past due, $100 minimum</td>
</tr>
<tr>
<td>$5</td>
<td>Official transcript fee</td>
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<tr>
<td>$20</td>
<td>Student ID replacement fee</td>
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<tr>
<td>$20</td>
<td>MA History of Decorative Arts student copy card fee</td>
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<tr>
<td>$25</td>
<td>Declined credit card fee</td>
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<td>Application/reapplication fee: undergraduate</td>
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<td>Returned check fee</td>
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<td>$50</td>
<td>Disposal of student work fee</td>
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<td>$75</td>
<td>Application/reapplication fee: Graduate</td>
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<tr>
<td>$125</td>
<td>Late registration fee</td>
</tr>
<tr>
<td>$150</td>
<td>Georgetown campus parking fee (per semester): undergraduate and graduate</td>
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<tr>
<td>$150</td>
<td>Graduation application fee: undergraduate</td>
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<td>Student housing damage deposit fee</td>
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<td>Graduate student course audit fee</td>
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<td>New undergraduate student tuition deposit fee</td>
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<td>New graduate student tuition deposit fee</td>
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<td>Facilities damage fee</td>
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<td>$1,000</td>
<td>Graduate maintaining status fee (per semester)</td>
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</table>
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, 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

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 $25 fee.

II. PAYMENT PLAN OPTION
Students have the option to enroll in Sallie Mae’s TuitionPay monthly payment plan to pay their semester tuition and housing costs only. Students must pay all other fees to include the general fee, housing damage deposit, and graduation fees directly to the Office of Student Accounts. More information on TuitionPay enrollment is available at www.tuitionpay.salliemae.com.

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 tuition and fees are paid in full. Students with delinquent balances may petition to walk at graduation, pending the provost’s approval (see Graduation Requirements section for policies specifically related to graduating students with balances).

IV. OUTSIDE COLLECTIONS AGENCY POLICY
If internal collection efforts have been unsuccessful at any point in time, the student’s account will be referred to an outside collection 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. COURSE DROP/Withdrawal REFUND POLICY
Student refunds are prorated based on the effective drop or withdrawal date, as determined by the Office of the Registrar, and the schedule that follows. Tuition and fees are not transferable to another academic term, nor are they reduced due to absence from class (approved or otherwise).

When a financial aid recipient withdraws from the college, the Corcoran must calculate the amount of federal financial aid earned by the student based on the withdrawal date. If the amount of federal funds disbursed to the student is more than the amount earned, the difference will be returned to the Title IV programs. Corcoran’s tuition refund policy is separate from the federal requirement to return unearned aid. The amount returned on the student’s behalf is greater than the amount he/she would receive under the College’s refund policy, the student is responsible for immediate payment of the difference.

It is important for students to fully understand the financial consequences of their decision to withdraw. Students should consult with Corcoran’s Office of Financial Aid and upon withdrawal, must complete their financial aid exit counseling session. Please note that refund, repayment and withdrawal policies are subject to change without notice in order to comply with administrative and regulatory requirements.

VI. REFUND SCHEDULE FOR DROPPED COURSES

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<thead>
<tr>
<th>Semester</th>
<th>Start Date</th>
<th>Refund Schedule</th>
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<tr>
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<td>August 31–September 19</td>
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<tr>
<td></td>
<td>September 20–October 5</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>After October 5</td>
<td>0%</td>
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</tbody>
</table>

Spring 2012 Semester

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18</td>
<td>100%</td>
</tr>
<tr>
<td>January 18–February 6</td>
<td>75%</td>
</tr>
<tr>
<td>February 7–February 22</td>
<td>50%</td>
</tr>
<tr>
<td>After February 22</td>
<td>0%</td>
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</tbody>
</table>

For the Summer 2012 refund schedule, please refer to the Corcoran’s website.

VII. Title IV REFUNDS
Once federal financial aid funds have been credited to a student’s account, if the amount of the funds exceeds allowable charges, a credit balance occurs and a refund will be generated within 14 days of the first day of classes. If the credit balance occurs after the first day of classes, a refund will be generated within 14 days from that date.
VIII. TUITION BENEFITS FOR ART TEACHERS
The Continuing Education tuition benefit for K-12 full-time art teachers does not apply to students
who are enrolled in a degree program at the Corcoran.

Library

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
resources 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, e-mail, 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
Corcoran Library Online Catalog and subscribed electronic databases, are available on the library
website at http://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 Arts & Humanities and the Social Sciences. The collection is made up of
approximately 35,000 monograph volumes, including a valuable Artists’ Book collection of
approximately 200 titles; 32,000 image slides; and over 1,200 DVDs and videos. The Library also
subscribes to approximately 200 print magazines, newspapers, and scholarly journals; as well as
20 electronic databases.

II. REFERENCE/RESEARCH ASSISTANCE
The Library offers one-on-one research assistance to Corcoran students. Students are highly
encouraged to make an appointment to receive individualized assistance.

III. BORROWING POLICY
• Students must register at the Library to obtain borrowing privileges. Students may be asked to
  verify their contact information at the beginning of each academic year.
• Students may borrow an unlimited number of library materials. Students may not borrow
  materials from the Reference Collection.
• Students can borrow Course Reserve items for a four-hour period.
• Students with written faculty permission can borrow slides for three days. Forms are available
  at the Library Circulation Desk. Faculty and staff who grant permission will be notified on any
  overdue notices.
• Students can check out books for a three-week period or until the last day of the semester, whichever comes first. DVDs and VHS can be checked out for a three-day period or until the last day of the semester, whichever comes first.
• The Library reserves the right to recall materials prior to the due date.
• Students must return library materials on or before the due date. Due dates are available on
  the Corcoran Library Online Catalog.
• Library materials may be renewed when there are no holds or recalls placed on the item.
  Students may renew their materials by visiting the Corcoran Library Online Catalog.

IV. FEES FOR OVERDUE AND LOST MATERIALS
• As a courtesy, the Library sends overdue notices when materials are not returned by the due date. Students are responsible for overdue items regardless of whether they received an
  overdue notice or not.
• Overdue fees are 25¢ a day per book and 50¢ a day per DVD and VHS. A $1 per day
  overdue fee for faculty-recalled material is charged (beginning to accrue seven days after the
  recall is issued). The maximum fine per item is $15. Fines do not accrue on days the library is
  closed.
• The Library will suspend library privileges if library fines reach $15. Students must return
  overdue items and pay their fines in order to reinstate their library privileges.
• Students with outstanding fines and/or checked-out overdue items must clear their accounts
  before they can register for classes, requests 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.
• Students who lose or damage library materials must pay the replacement cost, plus a $15
  replacement processing fee. The replacement cost for lost or damaged library materials will be
determined at point of purchase. The replacement cost for slides is $5 each.
• 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.

V. WI-FI AND COMPUTERS
The Library provides Wi-Fi and has several outlet stations for students to plug-in their personal
notebook computers. In addition, the Library has four public terminals equipped with Internet and
Microsoft Word. Students are permitted to check their personal email and write papers on these
computers, but due to the limited number of public terminals, priority will be given to students who
wish to conduct research.

VI. COMPUTER POLICY
The purpose of this section is to establish the rules that govern the appropriate use of the Library computers. This policy ensures access and safeguards the rights of all persons using the Library computers. The Library reserves the right to monitor its computer resources to protect the integrity of the computing systems, to track problems, and to insure equal and appropriate access to all Library users. The Library expects a certain level of responsibility and courtesy by all Library users. All computer stations should be used in a responsible manner, respecting the rights of others, and abiding by the local and federal laws. Students should also observe the Information Technology policies in this handbook.

Acceptable Use
Library research by enrolled students is 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.

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

1. Users should be careful when eating or drinking near public terminals, copy machines, scanners, or other public equipment.

2. Users should not physically damage computer equipment or furniture.

3. Users should not download or save any data to the Library computers. Likewise, users should not attempt to access, modify, or delete files on the computers. The Library is not responsible for misinformation or viruses that the user downloads. The Library is not responsible for any lost files or information saved on 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 to make on the photocopier machine. 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 Library computers for the following:
   a. Commercial activities, private business, or personal profit.
   b. Malicious or intentional misuse, including but not limited to, harassment, unsolicited advertising, misrepresenting one’s self in correspondence, distribution of viruses or worms, or transmitting data that is prohibited by local or federal laws. This includes acts 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.

6. All personal memory devices must be checked for viruses before users may use a computer.

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

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

9. Users should respect the privacy of others.

10. Users should limit their time on a computer to one hour when others are waiting, and use the computers in a respectful manner without disturbing others.

Note: The Corcoran Library does not supply equipment to store and transport files.

VII. GRADUATE STUDENTS
- Graduate students may request additional library materials through Interlibrary Loan (ILL) when materials are not owned by the Library.
- Graduate students should consult the Library website for thesis submission guidelines.
- Graduate students in the joint Corcoran/The Smithsonian Associate’s (TSA) Master’s degree in the History of Decorative Arts, may access additional library books and computers in specified areas of TSA in Washington, DC seven days-a-week, and may use their key card to gain entrance to the TSA suite through the Performing Arts door. Only students asked to work in the administrative offices can use the desks or office telephones. Desks and telephones for student use are available in the TSA Student Room. Photocopying at TSA is only by permission of the program office. A separate document outlining the updated Smithsonian library policies will be issued to students at the beginning of each academic year. Additional copies are available in the program office. Students must read and comply with each policy to maintain borrowing privileges. Washington, DC students may access computers, cameras, copy stand, slide collection and other equipment in the student room and program office.

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 dean of students.

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

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.

Information Technology

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

I. EQUIPMENT REMOVAL
1. Only IT staff is authorized to move computer equipment from any location. Computer equipment includes monitors, keyboards, mice, video decks, scanners, printers, network cables, and any other equipment attached to or involved in the use of computers within the lab/classroom/lounge environment.

II. HARDWARE RECONFIGURATION
1. Students may not change any hardware configuration, except:
   a. Attaching externals device to store and transport files, including external hard drive or cameras.
   b. Attaching headphones.
2. Only IT staff members may:
   a. Reconfigure scanners, monitors, printers, or other peripheral devices.
   b. Modify any networking components, including Ethernet cables and wireless hubs.
3. 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
IT is not expected to provide support for any privately owned computer equipment on the Corcoran network.

VII. ILLEGAL ACTIVITY
1. Illegal activity on any Corcoran computer equipment or the Corcoran network environment is not permitted including, 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.
2. Students should not download files unless they are aware of the copyright protection.
3. No harmful or malicious activities are permitted on Corcoran computer equipment or the Corcoran network environment including creating and distributing spam, viruses, and other pieces of code.
4. Violation of this policy will result in all available information being turned over to the appropriate authorities.

College Facilities

I. HOURS OF OPERATION
- Current students cannot access the building or any of the campuses without carrying and displaying a valid Corcoran ID card.
- Students are admitted into the College during the posted hours only. Specific details will be posted at the beginning and end of each semester at all campuses regarding the building’s open hours. Please check the website for the most up to date information.
- Students and faculty will be notified of any changes to student access policies; however these are subject to change at any time.
II. AFTER HOURS
- The Downtown campus is open to current students 24 hours per day, every day. Normal operating hours are 6:30–12 a.m. however this does not include access to studios. See Non-class studio access below. Students wishing to use the facilities between 12–6:30 a.m. must be inside the building when after hours begins. Students will not be granted access after 12 a.m. unless they are already inside.
- No sleeping or loitering is allowed during after hours, but students can stay in the building if they are actively working.

III. COLLEGE ACCESS
- Access rules are necessary for the safety and protection of individuals as well as works of art.
- The Corcoran is not a public facility and access is limited to authorized persons only.
- Access hours and conditions are subject to change.
- The Security department, College staff, and faculty reserve the right to request ID cards.
- Students who need access and do not have their ID cards must sign in on a student log and show an alternate government-issued photo ID.
- Continued failure to display an ID card may result in refusal of admittance.
- Lost and stolen ID cards must be replaced at the student’s expense.
- Damaged cards must be returned to the E Street security desk Monday–Friday, 10 a.m.–3 p.m., for a replacement ID card.
- For health reasons, eating and drinking are not allowed in any of the studios, classrooms, auditorium, or the Library.
- Pets are not allowed in any College campuses or student housing. Students requiring the assistance of a guide dog should inform the Office of Student Affairs.

IV. NON-CLASS STUDIO ACCESS
- All studios and labs (printmaking, ceramics, photography, sculpture, foundations, and computer labs) are regulated by their respective departments.
- Access to studios/labs is limited to students currently enrolled in a particular studio class during scheduled meeting times.
- Students must obtain written permission from appropriate 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. VISITORS AND CHILDREN
- Unaccompanied visitors may not enter College facilities while classes are in session.
- Students’ children are not permitted in the studios, classrooms, or the Library while classes are in session.
- Visitation is limited to guests accompanied by staff, faculty, students, or to those attending a College function.
- All visitors must obtain a pass at the New York Avenue entrance.

VI. STUDIOS AND EQUIPMENT RULES
- Students, faculty, and staff are responsible for the condition and safety of the equipment they use.
- Food and drink consumption is not permitted in studios and classrooms.
- Microwaves and refrigerators are prohibited in all studios.
- Spray Mount, Mineral Spirits, and Turpentine are prohibited in all Corcoran buildings. Gamsol is the recommended alternative for oil paint thinners.
- Spray painting (as well as ALL volatile brush paint, spray adhesive and fixative) is strictly forbidden anywhere inside the building, except under the spray hood located in sculpture studio downtown. Students may spray paint outside, but not within 25 feet of any doorway or window, and must not leave overspray on the building, plants, sidewalks or curbing. Until paint is dry it continues to off-gas, so painted objects must remain outside with adequate ventilation until dry. Staff, students, and visitors can have extreme physical reactions to volatiles and their health can be very negatively affected by them.
- All dumpsters are off limits to all students, as are any materials stored in or around the dumpsters. If you need materials disposed of, please contact the Operations department.
- Students should not use cell phones in class. All cell phones must be placed on vibrate. Emergency calls must be taken outside of the building.
- Only students currently enrolled in photography classes are allowed access to the darkrooms.

Photography Check Out System For Borrowing Equipment
- All degree-seeking students must register at the lab tech office to obtain privileges for the current academic year. Students will be asked to verify their contact information each semester
thereafter.

- Students can check out equipment for a one-week period and must return equipment on or before the date written on the receipt.
- The photography department reserves the right to recall equipment prior to the due date.
- Photography equipment may be renewed when there are no holds placed on the item. Students may renew their materials by visiting the lab tech office.

**Fees For Overdue and Lost Equipment**

As a courtesy, the Photography Department sends overdue notices when equipment is not returned by the due date. Students are responsible for overdue items regardless of whether they received an overdue notice or not.

- Overdue fees are $5 a day per piece of equipment. The maximum fine is cost of replacement for the checked out equipment.
- The Photography Department will suspend checkout and darkroom privileges if equipment fines reach $15 or more. Students must return overdue items and pay their fines in order to reinstate their darkroom and checkout privileges.
- Students with outstanding fines and/or checked-out overdue items must clear their accounts before they can register for classes, request records and transcripts, and receive their diploma. Please note that the photography department works with a Collection Agency for fines that are not resolved within a six-month period.
- Students who lose or damage photography equipment must pay the replacement cost, plus a $15 replacement processing fee. The replacement cost for lost or damaged equipment will be determined at point of replacement purchase.
- The Photography Department reserves the rights to revoke a student's borrowing and/or check out privileges because of theft, abuse, neglect, and/or repeated loss of photo 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.

**VII. LOCKERS**

Degree students will receive one locker, free of charge, per academic year. Large lockers are reserved for degree students, and smaller lockers are for degree and Continuing Education students on a space available basis. Degree students may rent additional small lockers for $20 per semester through the Office of Student Affairs at the Downtown campus, and at the Georgetown office for lockers at the Georgetown campus. Students must agree to all terms of the locker agreement before renting a locker. All locker contents must comply with school materials-safety regulations and students are responsible for providing their own lock to secure materials inside their lockers. Students must either renew their agreement at the end of the academic year, or completely clean out their locker. Any items left behind will be disposed of in the general clean-up following each semester.

Students who have lost their combination or key to their lock, and need the lock cut off must come to the Office of Student Affairs or the Georgetown Office. A staff member will then verify the student is indeed the owner; upon verification, the staff member and will notify the Operations department and arrangements will be made to cut off the lock. The Corcoran will not be responsible for any work and personal property left in lockers, classrooms, and studios. The Corcoran will not replace locks which may have to be destroyed to remove contents from a locker.

Students receive a $50 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.

**VIII. BICYCLES AND SKATEBOARDS**

Bicycles and scooters violate building codes and are not permitted inside any Corcoran building. Bicycles and scooters must be left on the provided racks along the fence and not in walkways, doorways, or on handrails and should not be left on the racks overnight without prior approval. Additionally, in-line skates, roller-skates, and skateboards are not permitted in any Corcoran building.

**IX. 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**, and on the College website at www.corcoran.edu. Information will be posted immediately after a decision is made. Students should ask the College is open and operating on its normal schedule if no closing information is on the recording. College closings will be also announced on WTOP (820AM/103.5FM) and on the following television stations: NBC, FOX, ABC, and CBS.

*Note: The College does not automatically follow the federal government's closing/opening decision. Listen or watch for the Corcoran's status using the methods described above. The phone announcement specifies the status of day and g classes. All classes located in the Smithsonian Associate’s building abides by the College's closing policy.*

**X. 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://dmpw.washingtondc.gov.

**Downtown Campus Parking**

No student parking is available in the downtown campus. Metered street parking is available in the area from 7am to 10pm Monday through Saturday, and free street parking is available after 10 pm weekdays and Sundays. We recommend that students check street signs carefully for changes to the
District’s parking regulations. Public parking is also available in parking garages located just a short walking distance from the Corcoran on New York Avenue and Pennsylvania Avenue.

**Georgetown Campus Parking**
Degree student parking is available on a space-by-space basis. Pre-approved 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. Questions about Georgetown parking should be directed to the Georgetown campus administrator, georgetown@corcoran.org.

**XI. COMMUTING**

**Downtown Campus**
The Corcoran is conveniently located near two Metro rail stations: Farragut West on the orange and blue lines (use 17th St. exit during the week and 18th St. exit on the weekend). Walk south down 17th Street to the Corcoran. (On the weekend, walk south on 18th Street, turn left onto New York Ave., the Corcoran will be on your right) and Farragut North on the red line (use K St. exit) walk south down 17th Street to the Corcoran. The Corcoran is also accessible by Metro bus.

**Georgetown Campus**
Students may reach the Georgetown campus via Metrobus Routes 31, 32, and 36, and by the DC Circulator, which stop at the intersection of Wisconsin Avenue and 34th Street, and Metrobus Routes D1 and D2, which stop at 35th and S Streets, NW.

**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 to the Smithsonian Campus
Take the Orange or Blue line on the Washington Metro to the Smithsonian station and exit following the signs for the Mall and 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.

**Security and Safety**

Security and safety regulations, rules, and procedures have been established to provide a safe environment for students, faculty, and staff. All students are required to adhere to these guidelines. The security staff is responsible for enforcing these guidelines and for maintaining a safe and secure environment for the Corcoran. 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. 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 dean of students. Students are responsible for the conduct of their guests. Guests must abide by the Corcoran's Student Conduct Code.

Students can contact 24-hour security at the Corcoran’s E Street Security 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 $20 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 Associates’ ID to gain access to the TSA campus location. ID cards are available at the E Street security desk at the Downtown campus Monday through Friday from 10 a.m.–3 p.m.

**II. RANDOM BAG CHECKS**

Preventative measures have been taken for everyone entering and exiting the downtown campus and museum. Security officers will conduct random bag checks during hours the Museum is open to the public. Security has posted signage at all entrances to the building stating that random bag searches will be conducted at all entrances. All Corcoran staff (Museum and College), faculty, students, and visitors must participate. The purpose of the security checks are to deter persons from entering the facility with prohibited items that can cause harm to occupants of the building, the building itself, and to the museum collection and to ensure the security of the museum collection.

The security officer will conduct a hands-free check. Persons will be asked to shift items in their bags in order for the officer to complete a visual inspection, and officers will keep a running log of all artwork leaving the facility. Packaged artwork may need to be displayed/unwrapped for further verification. Anyone with questionable items or artwork may be asked (at the discretion of the officer) to provide verification of ownership of the items. Students entering the facility with prohibited items will only be permitted to do so with the required faculty/college administration consent. Prohibited items include: hand guns; flammable liquids; knives (with the exception of tools for studio work); acids; and narcotics.

**III. FIRST AID**

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

**Downtown Campus**: Office of Student Affairs and the E Street security desk

**Georgetown Campus**: Security office

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

Accidents resulting in physical injury must be immediately reported.

**Downtown Campus:** E Street Security Desk

**Georgetown Campus:** 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 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 articles may be recovered. Lost and found articles in Georgetown should be turned in or picked up at the Georgetown Security Desk.

### VI. FREE EMERGENCY TEXT MESSAGING ALERTS
The Alert DC system provides immediate text notification and updated information during a major crisis or emergency. This system delivers important emergency alerts, notifications, and updates on a range of devices including e-mails, cell phones and wireless PDAs. Registration is free, though standard text messaging rates apply. All faculty, staff, and students are encouraged to take advantage of this opportunity. Please visit the Alert DC website at [https://textalert.ema.dc.gov](https://textalert.ema.dc.gov).

**RAVE**
The Rave system provides immediate text notification and updated information during a major crisis or emergency. This system delivers important emergency alerts, notifications, and updates on a range of devices including e-mails, cell phones and wireless PDAs. Registration is free. All faculty, staff, and students are automatically registered for this service. You may opt out or update your contact information at [https://www.getrave.com/login/corcoran](https://www.getrave.com/login/corcoran).

### VII. FIRE SAFETY
#### Smoking Rules
The Corcoran Gallery of Art has a strict non-smoking policy within the building to reduce fire hazards and promote a healthy environment. Smokers must exit the building and smoke only in designated areas outside. Security officers aggressively enforce this policy, and violators are subject to disciplinary action.

**Fire Exits**
- Fire exits are marked and should be noted in case of an emergency requiring evacuation.
- Emergency fire exits should not be blocked by exhibits, performance pieces, or any material that hinders progress or blocks exit signs.
- Objects (including artwork) found blocking doors or impeding access to fire exits will be removed by security or operations personnel.
- Evacuation routes are posted near the door to each room in case anyone is not familiar with the layout of the building.
- Emergency fire exit doors are for emergencies only. Emergency doors, including senior studios, should never be propped open.
- Emergency fire exits are alarmed and connected to a central monitoring station. These doors should not be used unless there is an emergency.
- Violating these policies may result in disciplinary action.
- Elevators in the Georgetown building should not be used during an emergency.

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

**Preparation**
In the event that there is an urgent situation that requires an emergency evacuation from the Corcoran (Downtown and/or Georgetown campus), Corcoran security personnel have prepared an extensive plan for multiple possibilities. With the help of faculty and staff, Security has designated select point people to ensure all proper measures have taken place that everyone is safely moved out of the building and accounted for. Students should familiarize themselves with exit points in studios, classrooms, and galleries throughout the building. Evacuation routes are printed on the wall.
outside each studio and classroom. Evacuation plans are made public on the Corcoran website, and at various points around campus.

Throughout the year, Security will hold practice evacuation drills that should be taken seriously. For all questionable situations, please notify the E Street Security Desk at (202) 639-1793/1794 and/or the Georgetown Security Office at (202) 298-2585 depending on your location.

VIII. EXHIBITION AND INSTALLATION GUIDELINES

Public Spaces
Students wishing to install artwork in public spaces, in, around or on the building must receive permission from Steve Brown. When requesting permission, students must present Operations with detailed information regarding installation process, duration of installation, and clean up procedures. Questions should be directed to operations@corcoran.org.

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

Hazardous Materials
The planned use of hazardous liquids, including flammables or other materials must be reviewed by the director of college exhibitions, security, and operations departments prior to use.

Open Flames
Students should not use open flames in their work unless the plans are reviewed and approved by the director of college exhibitions, security, and operations department. Security will handle any permit requests for the Fire Department.

Passageway Obstruction
No exhibits should obstruct the use of a hallway. This applies to the White Walls Gallery.

Danger to Life or Safety
Any exhibit, performance piece, or other type of display considered dangerous to life or safety, or that violates the fire code, must be removed. Students with questions concerning any such use should contact the Security department in advance. Members of the College community will make every effort to protect and safeguard students’ property. However, the Corcoran is not responsible for loss of or damage to personal property. It is expected that students will make every effort to protect and safeguard their own property as well as the property of the Corcoran.

IX. 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.

- Chemical manufacturers provide Material Safety Data Sheets (MSDS), which provide the necessary information.
- MSDS information has been requested based on the material lists provided by the chairs; binders with MSDS sheets have been compiled and placed in each studio.
- Binders of MSDS information for all materials used in a particular area are available in that studio.
- If a material is used for which an MSDS is not available, students are encouraged to contact the chair or program director to obtain the proper MSDS sheets.
- Students must report all hazardous conditions to help maintain a safe and healthy environment.

X. OTHER SAFETY ISSUES

Students are encouraged to go to their vehicles in pairs or in groups after dark. Escort service to the Downtown campus parking lot is available based on security officer availability when parking is authorized. Students can request a security officer to accompany them, although due to staffing limitations, students may have to wait until a security officer is available. Escorts are not available on a scheduled basis. Any incidents that occur on College property (i.e. injuries or crime) must be reported to security as quickly as possible so that an incident report can be filed.

Incidents of Sexual Assault
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) 639-1793. Files may be anonymous.
- Contact the dean of students for a referral for professional help.
- Call the Rape Crisis Center at (202) 333-7273 for 24-hour intervention and support whenever necessary.
- Go to the nearest hospital.

Social Events Policies

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

1. Food that may stain the floors is not permitted.
2. No food, opened or unopened, will be stored in Gallery 31 or White Walls.
3. All food left in these spaces will be disposed of properly.

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

IV. INVITATIONS
An invitation announcing all openings, by department only, will be produced and mailed by the Corcoran. All invitations originating from students or groups of students that invite the public to weekly exhibitions must have the following information:

Corcoran College of Art + Design
White Walls Gallery
500 Seventeenth Street NW,
Washington, DC 20006

– OR –

Corcoran College of Art + Design
Gallery 31
500 Seventeenth Street NW,
Washington, DC 20006

V. DONATIONS
To prevent confusion and overlap in corporate solicitations, students must submit the name of all companies contacted for food and beverages donations. Prior to making any requests contact Jennifer Adams, Director of Member and Alumni Relations at (202) 639-1841 or jadams@corcoran.org.

Student Conduct

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.

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, or bullying.

6. Intentionally or recklessly interfering with College activities, including studying, teaching, staff meetings, honor code committee hearings, and student conduct committee hearings.

7. Intentionally or recklessly destroying or damaging College property or the property of others on Corcoran campuses or at Student Housing (or at Corcoran-sponsored activities off campus).

8. Intentionally or recklessly misusing, disabling, tampering, or damaging fire-safety equipment, doors, and signs.

9. Intentionally or recklessly using Corcoran computing resources, including student e-mail and web pages, to:
   a. Engage in unsanctioned commercial activity
   b. Unauthorized distribution of copyrighted material using the Corcoran’s information technology system, including unauthorized peer-to-peer file sharing and illegal downloading.
   c. Transmit, store, display, download, print, or intentionally receive sexually explicit material
   d. Harass or threaten others
   e. Transmit fraudulent messages
   f. Impersonate another, or use another’s account without their permission

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

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

12. Providing alcohol to minors on College campuses, at student housing, or at Corcoran-sponsored activities off campus.

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

14. Use, possession, or actions under the influence of controlled substances, illegal drugs, or drug-related materials, or other paraphernalia.

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

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

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

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

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

20. Engaging in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior on or off college premises.

21. Any behavior that disrupts or causes disruption to computer services, including damages, alters, or destroyed data or records; or behavior that adversely affects computer software, programs, systems, or networks. Additionally, behavior using data, computer systems, or networks to devise or execute any scheme to defraud, deceive or distort, or wrongfully obtain money, property, or data; or that intentionally introduces computer viruses into the system.

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

Summary of Consequences for Violations of Law and Disciplinary Regulations

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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq .
imposed for violations of the Student Conduct Code:
The Student Conduct Committee is not restricted to one kind of penalty, but determines one
Penalties
possible immediate disciplinary action in order to ensure the safety of other students, faculty, staff,
or property, the dean of students may take any of the following actions before a Student Conduct
warrants immediate disciplinary action in order to ensure the safety of other students, faculty, staff,
students found guilty of a student conduct violation. In instances where a student conduct violation
The Student Conduct Committee determines the nature of the penalty by a majority vote for
Guilty verdicts require a majority vote based on clear and convincing evidence. Students cannot be
tried more than once for the same offense, except when an appeal is granted.
V. OUTCOME
Possible Immediate Disciplinary Action
The Student Conduct Committee determines the nature of the penalty by a majority vote for
students found guilty of a student conduct violation. In instances where a student conduct violation
warrants immediate disciplinary action in order to ensure the safety of other students, faculty, staff,
or property, the dean of students may take any of the following actions before a Student Conduct
Committee hearing takes place:
• Restriction: The student cannot enter a specific area on Corcoran campuses or Student Housing
• Eviction or relocation from student housing
• Immediate suspension from the College
• Immediate dismissal from the College

Penalties
The Student Conduct Committee is not restricted to one kind of penalty, but determines one
commensurate with the seriousness of the offense. One or more of the following penalties may be
imposed for violations of the Student Conduct Code:
• Non-academic warning: The student is given written warning that future misconduct may
result in more severe disciplinary action. A written statement is placed in the confidential files of
the Student Conduct Committee but not made part of the student's academic transcript.
• Non-academic probation: Ineligibility to participate in any activity representing the College.
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.
• Service hours: The student must complete supervised college service hours by a specific time.
Upon completion, the hold on the student's records is removed.
• Eviction from or relocation within student housing: College housing accommodations are a
privilege. Students who cannot live in a community as demonstrated by severe or
repeated policy violations may be relocated to another apartment, have their housing
agreement terminated, and, if evicted, become ineligible to all future housing. A written
statement is placed in the confidential files of the Student Conduct Committee but not made
part of the student's academic transcript.
• Random drug testing: If there is evidence of using, possessing, or acting under the influence
of any controlled substance, illegal drug, or drug-related materials (as described in Prohibited
Conduct #14 above), the Student Conduct Committee retains the right to require random drug
testing within a specific time period.
• Restriction: The student cannot enter a specific area on Corcoran campuses or Student Housing.
• Ineligibility for graduation: At the discretion of the Student Conduct Committee, a
graduating student involved with policy violations prior to graduation may not be able to
graduate, participate in Commencement ceremonies, or receive a diploma until the case is
adjudicated and sanctions completed.
• 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 dean of students. Non-academic suspension requires review
and approval from the dean of students, who may alter, defer, or suspend the
recommendation. During the period of suspension, the student cannot participate in College-
sponsored activities, including mobility/study away/study abroad, orientation leadership
positions, and other college activities and events.

- **Recommendation of dismissal from the College:** A student's academic record would read, "non-academic dismissal as of (date)." This penalty is recommended to the dean of students only in extraordinary circumstances, such as for repeated offenses. Non-academic dismissal requires review and approval from the dean of students, 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 dean of students.

**VI. APPEAL PROCESS**

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 dean of students. If a new hearing is granted, no voting member from the original hearing may vote in a second or subsequent hearing(s) of the same case.

**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 dismissal are kept in the student's permanent academic 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 dean of students and will consist of at least three staff members and at least three students. One of the three staff members will be appointed chair of the Student Conduct Committee and serve as a nonvoting member. In addition, the dean of enrollment will act as a non-academic advisor of the committee, and will sit with and advise the committee at all hearings.

Terms of office for the Student Conduct Committee members will be at least one year, as determined by the dean of students. Members can be reappointed for additional terms. Previous Student Conduct Committee members can serve during the summer term.

Student members of the Student Conduct Committee found guilty of any violation of the Honor Code, the Student Conduct Code, or with a criminal offense may be disqualified from participation in the Student Conduct Committee. Student members of the Student Conduct Committee must also maintain good academic standing (i.e., not on probation, second probation, or suspension). In the event of a vacancy or disqualification of a Student Conduct Committee member, the dean of students will fill the vacancy.

**Challenging and Voluntary Withdrawal of Committee Member from Participation in a Particular Hearing**

An accused person who challenges the right of any member of the Student Conduct Committee to sit in judgment must present cause to the chair of the Student Conduct Committee. The Student Conduct Committee then decides the validity of the challenge with the challenged member abstaining from the vote. A simple majority decides the validity of any challenge. A successfully challenged committee member must not be present during the hearing. Members of the Student Conduct Committee who feel prejudiced regarding the facts of the case, is a close friend or relative of the accused, or would not be able to render an impartial judgment must withdraw from a specific hearing.

**IX. HARASSMENT POLICY**

Sexual harassment is a form of discrimination, and is forbidden by College policy as well as by Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and the District of Columbia Human Rights Act of 1977.

Harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature," when:

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

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

1. offensive sex-oriented verbal "kidding," jokes, or abuse
2. pressure for sexual activity
3. offensive, unwanted physical contact such as patting, pinching, or repeated brushing against another's body
4. any demand for sexual favors, accompanied by implied or overt promises of preferential
treatment or threats concerning an individual’s employment status. Sexual harassment can involve behavior by a person of either gender against a person of the same or opposite gender, and it may, depending on the circumstances, include conduct of a staff member, student, or vendor. As used in this policy, “staff member” refers to administrator, faculty member, or support staff member.

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

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

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

Students experiencing harassment, whether by a fellow student, faculty or staff member, outside vendors or other individuals involved with the Corcoran must report the incident immediately to the dean of students. The College will take prompt and necessary steps to investigate all reports of harassment. Any person found guilty of harassment will be subject to appropriate disciplinary action. The College will also take any additional action necessary to correct the situation. The College will not tolerate any retaliation from its employees against students who make complaints or participate in an investigation regarding a complaint of harassment.

X. SEXUAL OR ROMANTIC RELATIONSHIPS WITH FACULTY OR STAFF
The College strongly recommends that members of the College community avoid any consensual romantic or sexual relationships between students and faculty or staff, particularly when the faculty or staff member supervises or is in a position to make (or influence) academic or professional decisions concerning the student.

When one person has the ability to grade, advance, promote, recommend, or otherwise influence the employment or academic status of the other, it creates an actual or perceived conflict of interest including the opportunity for exploitation, favoritism, or bias. Those relationships can undermine the important values of respect and trust among members of the College community.

If such a relationship develops, the persons involved should terminate the supervisory/evaluative aspects of the relationship, including instances involving faculty-student relationships enrollment in any courses taught by the employee, any situation in which the employee would have input into a student's grade or disciplinary action against the student, or would advise the student on a thesis or other formal project. If the people involved in the relationship find terminating the relationship impossible, they must immediately notify a supervisor of the involved employee, so that appropriate and effective steps can be taken to resolve the inconsistency with this policy. Students should not take courses with the faculty member even after the relationship has ceased.

Student Health

I. EMERGENCY PROCEDURES
First aid supplies for minor injuries are available in the following locations.
Downtown Campus: Office of Student Affairs and the E Street Security Desk
Georgetown Campus: Security Office

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

Accidents resulting in physical injury must be immediately reported.
Downtown campus: E Street Security Desk
Georgetown: Security Office

II. STUDENT HEALTH INSURANCE
Although we strongly encourage all students to obtain health insurance, it is optional for degree seeking students. Corcoran’s contract with Academic HealthPlans (AHP) provides an option for students to purchase coverage. The basic 2011-2012 (AHP) student coverage rate is $1,260 per year, with an August 2011 to August 2012 term and must be purchased by August 31, 2011. For more detailed information about the plan and its requirements, please visit the Academic Health Plans (AHP) website at www.AHPCare.com/corcoran. Students who do not have health insurance with Academic HealthPlans are required to submit a signed waiver to the Office of Student Accounts.

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

IV. MENTAL HEALTH
All students need to be aware of the stress factors while attending college that can sometimes trigger unexpected reactions, making everyday life seem out of control. Many students are uncertain
Student Accommodations and Resources

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.

Upon a reasonable accommodation and mutual agreement, the form is then sent to the Office of the program director. The student and their chair or program director should discuss what a reasonable accommodation should include in their specific case. The student should be prepared to speak directly below Pennsylvania House on a space-available basis. Students must contact Pennsylvania House’s management company, DC Suites, at (202) 331-5000 for arrangements and monthly payments. Overnight, semester-long parking is available only to housing students at the Corcoran's Georgetown campus. The flat fee for 2011-2012 is $150 per semester.

II. RELIGIOUS ACCOMMODATIONS (SEMESTER OR LONGER)
In efforts to support our students, regardless of religious affiliation, in accordance with state and federal laws and regulations, the Corcoran makes every effort to accommodate a student's religious background, except when such accommodation(s) would create undue hardship.

An undue hardship can occur when a student's requested accommodation would require significant expense or difficulty for the Corcoran, or would result in the inability of the student to perform an essential function in their course/program of study. The determination of undue hardship is dependent on the facts of each individual situation. Regardless of any granted accommodation (religious or otherwise), students are responsible for fulfilling all academic objectives, requirements and prerequisites as determined by their instructor and the Corcoran.

Process
Students must fill out the Request for Accommodation form and give the form to the chair or program director. The student and their chair or program director should discuss what a reasonable accommodation should include in their specific case. The student should be prepared to speak candidly with their instructor which may include personal and/or cultural information.

Upon a reasonable accommodation and mutual agreement, the form is then sent to the Office of Student Affairs and implemented. If there is no consensus on a reasonable accommodation, they should then speak with the dean of students for a resolution suitable for both parties.

II. 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 by making admission decisions without regard to disabilities. The Corcoran is not required to provide all
Downtown and the Georgetown campuses. The tutorial sessions address common issues with professional and peer tutoring are available at the Writing Tutorial Centers, located at the

please contact the director of college exhibitions or the coordinator of college exhibitions.

an ongoing series of group and individual shows like a unique opportunity for the College to maintain high profile exhibition space within the Gallery for curricular activity are on view in spaces such as the Gallery 31, White Halls Gallery, and White Walls Gallery. Additionally, the partnership between the College and the Corcoran Gallery of Art presents work. Throughout the academic year, a variety of College exhibitions supporting a wide range of academic requirements must be met successfully before a student may advance to other sequential courses. Accommodations will not reduce academic expectations or standards, or eliminate essential components of any course. Accommodations will not alter the academic standards of the institution, but will ensure that the needs of disabled students are reasonably met. Finally, accommodations are not retroactive. Students and their families are advised to carefully evaluate the Corcoran’s program and available accommodations before deciding to enroll, as all responsibility to obtain and continue using assistance rests with the student once he or she enters the Corcoran’s degree program. The student is expected to act as his or her own educational advocate.

III. ACADEMIC/STUDIO ADVISING

All degree seeking students can find the name of their advisor on CORCboard. 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 dean of students.

IV. CAREER SERVICES

The Career Services Office, located in the Office of Student Affairs at the Downtown Campus, is committed to helping degree students and alumni with their professional development by providing a variety of resources, including up-to-date listings of jobs and internships, a collection of books that cover career development topics resume and cover letter critique, portfolio reviews, interview preparation, and networking opportunities. Individual appointments can be arranged by contacting Kelley Robison, Career Services Specialist, at krobison@corcoran.org.

V. EXHIBITION SPACE

The College houses a number of spaces for the display of student, faculty, alumni, and visiting artist work. Through the academic year, a variety of College exhibitions supporting a wide range of curricular activity are on view in spaces such as the Gallery 31, White Halls Gallery, 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 like NEXT at the Corcoran. For more information, please contact the director of college exhibitions or the coordinator of college exhibitions.

VI. WRITING CENTERS

Professional and peer tutoring are available at the Writing Tutorial Centers, located at the Downtown and the Georgetown campuses. The tutorial sessions address common issues with
reading, writing, English as a Second Language, and college study skills. Students can either
schedule an appointment or drop in unannounced. This free tutorial service is open to all Corcoran
degree-seeking students. For more information, please contact Nolana Yip, Writing Center
Coordinator, at nolana_yip@corcoran.edu.

VII. PEER MENTORING PROGRAM
The Corcoran College of Art + Design understands that an undergraduate student's first semester
can be intimidating. Through the Student Peer Mentoring Program, students are given a jump-start
during the semester to studio and scholastic endeavors through academic preparation, career
exploration, cultural awareness guidance, conflict resolution guidance, and service learning projects.
This exposure will enable students to cope with the pressures of student life, gain self-management
skills, and gain an appreciation for studio and academic excellence. For more information, please
contact the coordinator of peer mentoring program at peermentoring@corcoran.org.

Gallery Information

I. STUDENT GALLERY ACCESS
Students will be allowed access into the Atrium of the Gallery from 8 a.m. to 6 p.m. on weekdays.
This does not permit entrance into closed galleries or other areas where security is not present.
Students should enter the Gallery through the New York Avenue entrance. Guests of students must
follow general museum visitor guidelines.

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

III. VISITOR GUIDELINES AND REGULATIONS
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.
- 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
handled.
- 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 the Gallery.
- 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.

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

V. PUBLIC PROGRAMS
All full-time degree-seeking students are granted complimentary admission to on-site 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 degree-seeking students programs and students from other institutions may purchase
tickets at the student price, which is half the cost of a public ticket.

For all on-site Public Programs lectures and performances, a total of ten 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 ten standing room only spots are
reserved, a program is sold out. Corcoran staff, faculty, docents, and full-time Corcoran students are
asked to stand for the program so that all participants who paid for a ticket will have a seat.

On the night of a sold-out program, 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, but entry cannot be guaranteed.

If College staff 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 select the 'Programs and Events' tab at www.corcoran.org, and follow instructions for registering for a student, staff, or faculty ticket. You must use your Corcoran email address during online registration to verify enrollment or employment by the Corcoran. You may also register by calling (202) 639-1770 or visiting the Public Programs office.