General Information

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

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.

Accreditation and Licensure

The Corcoran College of Art + Design is accredited by the Middle States Commission on Higher Education.
The Corcoran is also an accredited institutional member of the National Association of Schools of Art and Design (NASAD). The College is licensed to grant degrees by the Government of the District of Columbia’s Educational Licensure Commission.

**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 Undergraduate Studies/Dean of Graduate Studies

**Grading Issues**

1. Instructor  
2. Chair or Program Director  
3. Dean of Students  
4. Academic Review Committee

**Financial Aid**

1. Assistant Director of Financial Aid  
2. Director of Financial Aid  
3. 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 Accounts  
4. Vice President of Finance

**Transfer Credit**

1. Admissions Office (prior to matriculation)
2. Department Chair/Program Director
3. Dean of Enrollment

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 Student Support and Retention

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. Director of College Exhibitions

Continuing Education Courses (1.5 credit)
1. Continuing Education Advisor
2. Director of Continuing Education
3. Dean of Enrollment

Tutoring
1. Writing Center
2. English as a Second Language Tutor
3. Learning Specialist and Student Wellness Advisor

Disability Support Services and Special Medical Conditions
1. Learning Specialist and Student Wellness Advisor
2. Dean of Students
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

(202) 639-1793/1794
E Street Security open 24 hours a day

Chairs and Program Directors

Krystal Arnett-Henson
Interim Chair, Interior Design
karnethenson@corcoran.org
(202) 298-2560

Clare Brown
Associate Chair and Academic Advisor,
Master of Arts in Exhibition Design
cbrown@corcoran.org
(202) 298-2575

Francheska Guerrero
Chair, Undergraduate Design
fguerrero@corcoran.org
(202) 298-2567

Muriel Hasbun
Chair, Photography
mhasbun@corcoran.org
(202) 639-1837

Pamela Lawton
Director, Education Studies
plawton@corcoran.org
(202) 639-1869

Lisa Lipinski
Chair, Arts and Humanities
llipinski@corcoran.org
(202) 478-1549

Kerry McAleer-Keeler
Director, Art and the Book
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(202) 298-2545

Susan Sterner
Chair, New Media Photojournalism
ssterner@corcoran.org
(202) 298-2564

Lynn Sures
Chair, Fine Art
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(202) 688-4147

Department Coordinators and Advisors
Margaret Adams
Technology Coordinator
madams@corcoran.org
(202) 639-1823

Robert Devers
Coordinator of Study Away Programs
rdevers@corcoran.org
(202) 639-1800 ext. 1457

Andy Grundberg
Advisor, Associate Degree
agrundberg@corcoran.org
(202) 639-1847

Jonathan Healey
First Year Program Director
jhealey@corcoran.org

Selila Honig
Advisor
shonig@corcoran.org
(202) 639-1791

Erin Miller
Academic Advisor, Undergraduate Interior Design
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(202) 298-2541

Stephanie Scheivert
Advisor, Graduate Interior Design
sscheivert@corcoran.org
(202) 298-2546

Office of the Provost

Catherine Armour
Provost and Chief Academic Officer
Dean of Graduate Studies
carmour@corcoran.org
(202) 639-1803

Andy Grundberg
Associate Provost
Dean of Undergraduate Studies
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(202) 639-1847

John Dickson
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(202) 639-1843

Christine Leichliter
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(202) 639-1813

Danea Freeman
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(202) 639-1803

Briton Camphouse
Executive Assistant for Academic Affairs and External Relations
bcamphouse@corcoran.org
(202) 688-4133

Office of Admissions + Financial Aid
admissions@corcoran.org
financialaid@corcoran.org
Admissions Phone: (202) 639-1814
Financial Aid Phone: (202) 639-1851
Fax: (202) 639-1830
Diane Morris  
Director of Financial Aid  
dmorris@corcoran.org  
(202) 639-1816

Elizabeth Eldridge  
Assistant Director of Financial Aid  
eeldridge@corcoran.org  
(202) 639-1851

Katherine Beczak  
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kbeczak@corcoran.org  
(202) 298-2550

Lindsey Dice  
Assistant Director of Undergraduate Admissions  
ldice@corcoran.org  
(202) 639-1811

Brittney Stephenson  
Assistant Director of Undergraduate Admissions  
bstephenson@corcoran.org  
(202) 639-1864

Nicole Dowd  
Graduate Recruitment Coordinator  
dowd@corcoran.org  
(202) 298-2550

Steven Eson  
Enrollment Data Coordinator  
eson@corcoran.org  
(202) 639-1861

Carolyn Kashner  
Coordinator of Guest Services  
ckashner@corcoran.org  
(202) 639-1814

Sarah Combs  
Admissions Counselor  
scombs@corcoran.org  
(202) 639-1812

Jordana Hall  
Admissions Counselor  
jhall@corcoran.org

Matt Rose  
Admissions Counselor  
mrose@corcoran.org

Office of Student Accounts  
studentaccounts@corcoran.org  
Phone: (202) 639-1818  
Fax: (202) 737-6921  
www.corcoran.edu/campuses-student-life/office-student-accounts

Tatiana Hunter  
Director of Student Accounts  
thur@corcoran.org  
(202) 639-1815

Portia Thompson  
Student Accounts Manager  
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(202) 639-1817

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(202) 639-1818

Office of Student Affairs  
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Fax: (202) 639-1802
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(202) 639-1849

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(202) 688-4137

Amanda Kleinman
Learning Specialist & Student Wellness Advisor
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(202) 639-1865

Office of the Registrar
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Phone: (202) 639-1820
Fax: (202) 639-1821
www.corcoran.edu/registrar

Curren McLane
Registrar
cmclane@corcoran.org
(202) 639-1835

Amber Carter
Assistant Registrar
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(202) 639-1836

Office of Continuing Education + Pre-College programs
ceadvisor@corcoran.org
precollege@corcoran.org
CE PHONE: (202) 298-2542
PRE-COLLEGE PHONE: (202) 478-2019
FAX: (202) 298-2543
ce.corcoran.edu

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(202) 298-2551

Robert Yi
Continuing Education Advisor
rzy@corcoran.org
(202) 298-2542

Library
library@corcoran.org
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Fax: (202) 628-7908
www.corcoran.edu/library

Mario Ascencio
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Library Director
(202) 478-1543

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Reference and Instruction Librarian
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Pat Reid
Technical Services Associate
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(202) 478-1545

**Georgetown Campus**

1801 Thirty-fifth Street NW
Washington, DC 20007

Phone: (202) 298-2540
Fax: (202) 298-2543

tmatthews@corcoran.org

Kelly McKenna
Georgetown Campus Administrator
kmckenna@corcoran.org
(202) 298-2541

Rodrigo Luzon
College Maintenance Technician
rluzon@corcoran.org
(202) 298-2590

Norman Miller
College Maintenance Technician
nmiller@corcoran.org
(202) 298-2590

**Security and Safety**

E Street Desk
Downtown Campus
securitygroup@corcoran.org
(202) 639-1793 or (202) 639-1794

Deborah Jones
Director of Security
djones@corcoran.org
(202) 639-1826

Chester Quashie
Manager of Special Events and Security
cquashie@corcoran.org
(202) 639-1878

**Operations**

Richard Conn
Senior Director of Operations and Facilities
rconn@corcoran.org
(202) 639-1868

Nahum Limjap
College Operations Manager
nlimjap@corcoran.org
(202) 639-1832

Terry Greene
College Maintenance
tgreene@corcoran.org
(202) 639-1767
Information Technology

For technology questions, concerns, and problems contact Help Desk help_desk@corcoran.org

Downtown Campus
Phone: (202) 639-1870

Georgetown Campus
Phone: (202) 298-2595

DEVELOPMENT AND ALUMNI RELATIONS

Reed Haynie
Major Gifts Officer and Director of Alumni Relations rhaynie@corcoran.org
(202) 688-4145

College Exhibitions

Joseph Hale
Director of College Exhibitions jhale@corcoran.org
(202) 639-1809

Student Support and Academic Advisement

Jon Youngs
Director of Student Support and Retention jyoungs@corcoran.org
(202) 639-1806

Erin Miller
Director of Academic Advising emiller@corcoran.org

Nolana Yip
Director of the Writing Center nolana_yip@corcoran.edu

Corcoran Gallery of Art

500 Seventeenth Street NW
Washington, DC 20006
www.corcoran.org

Phone: (202) 639-1700
Fax: (202) 639-1768

Gallery Admissions Desk
For tickets and hours of operation
Phone:(202) 639-1853 or (202) 639-1798

Public Programs
For admission to Corcoran Public Programs and Performances

Erin Higgins ehiggins@corcoran.org
Special Events
For questions about usage of space please contact

Kathleen Kelley
Director of Special Events
kkelley@corcoran.org
(202) 639-1782

Visitor Services
For all questions about accommodations in the
Gallery please contact

Kathleen Kane
Manager of Visitor Experience
kkane@corcoran.org
(202) 639-1704

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2013-2014 Student Calendar

**AUGUST**

14  Consortium Fall registration deadline (outgoing)
15  Fall 2013 tuition due (2.5% late payment fee after this date, $100 minimum)
21  Consortium Fall registration deadline (incoming)
22-23 New Graduate Student Orientation
24  New and returning students move into college housing
25-27 New Undergraduate Student Orientation
27  Last day to **DROP** with full refund
28  Fall 2013 semester: first day of class (degree student late registration begins - $125 late fee

**September**

2   Labor Day Weekend (College closed)
10  Last day to submit Summer 2013 Incomplete grades unless noted otherwise by faculty
    Last day to submit Summer 2013 GNR grades before converting to F
13  Last day to **ADD**
14  Last day to **DROP** with 75% refund
16  All-Student Assembly, 1–2 p.m., Auditorium
17  Constitution Day (College open)

**October**
2 Last day to **DROP** with 50% refund (no refunds will be given after this date)

14 Columbus Day (College open; class in session)

16 Mid-term grades due for undergraduate students

21 Application for degree submission begins for Spring 2014 degree completion
   All-Student Assembly, 1–2 p.m., Auditorium

28 Spring 2014 registration materials available for degree students

**November**

2 Corcoran Community Day

4 Spring 2014 degree student advising and registration begins

6 Last day to **WITHDRAW** with W
   Spring 2014 Continuing Education early registration begins for Corcoran Members

11 Veterans Day (College open; class in session)

13 Spring 2014 registration begins for Continuing Education students and incoming Consortium students

15 Spring 2014 advising ends
   Application for degree deadline for Spring 2014 degree completion

18 All-Student Assembly, 1–2 p.m., Auditorium
   Spring 2014 tuition invoices mailed

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

27 Thanksgiving break (No classes; College offices open)

28-Dec 1 Thanksgiving Day (College closed)

**December**

2 Classes resume

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

16 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.

   Spring 2014 tuition due (2.5% late payment fee after this date, $100 minimum)

17-18 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.

18 Grades due from faculty on MyCorcBoard (studio and undergraduate academic courses)
   Filespace clean out; all digital files must be removed from the Corcoran server

   Degree students who are not returning for Spring 2014 and Continuing Education students must clean out lockers and remove work from studios

23 Grades due from faculty on MyCorcBoard (graduate academic courses)

25 Christmas Day (College closed)
# 2014

## January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1</td>
<td>New Year’s Day (College closed)</td>
</tr>
<tr>
<td>8</td>
<td>Consortium Spring 2014 registration deadline (outgoing)</td>
</tr>
<tr>
<td>15</td>
<td>Fall 2013 degree conferral date</td>
</tr>
<tr>
<td></td>
<td>Consortium Spring 2014 registration deadline (incoming)</td>
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<td></td>
<td>Last day to submit Fall 2013 GNR grades before converting to F</td>
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<tr>
<td></td>
<td>Last day to submit Fall 2013 Incomplete grades unless noted otherwise by faculty</td>
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<tr>
<td>16</td>
<td>New Undergraduate Student Orientation</td>
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<tr>
<td>20</td>
<td>Martin Luther King Jr. Day (College closed)</td>
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<tr>
<td>21</td>
<td>Last day to <strong>DROP</strong> with full refund</td>
</tr>
<tr>
<td>22</td>
<td>Spring 2014 semester: first day of classes (degree student late registration fee begins - $125 late fee)</td>
</tr>
<tr>
<td>27</td>
<td>All-Student Assembly, 1–2 p.m., Auditorium</td>
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## February

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>5</td>
<td>Last day to <strong>ADD</strong></td>
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<tr>
<td></td>
<td>Summer 2014 Pre-College registration begins</td>
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<tr>
<td>10</td>
<td>Last day to <strong>DROP</strong> with 75% refund</td>
</tr>
<tr>
<td>17</td>
<td>President’s Day (College closed)</td>
</tr>
<tr>
<td>19</td>
<td>Monday classes meet this Wednesday. Wednesday–only classes do not meet.</td>
</tr>
<tr>
<td>24</td>
<td>All-Student Assembly, 1–2 p.m., Auditorium</td>
</tr>
<tr>
<td>26</td>
<td>Last day to <strong>DROP</strong> with 50% refund (no refunds after this date)</td>
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</tbody>
</table>

## March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>12</td>
<td>Mid-term grades due for undergraduate students</td>
</tr>
<tr>
<td>17-23</td>
<td>Spring recess (College open, classes do not meet)</td>
</tr>
<tr>
<td>24</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>Summer and Fall 2014 registration materials available for degree students</td>
</tr>
<tr>
<td></td>
<td>Application for degree submission begins for Summer and Fall 2014 degree completion</td>
</tr>
<tr>
<td></td>
<td>All-Student Assembly, 1–2 p.m., Auditorium</td>
</tr>
<tr>
<td>26</td>
<td>Summer 2014 Continuing Education early registration begins for Corcoran members and incoming Consortium students</td>
</tr>
<tr>
<td>31</td>
<td>Summer and Fall 2014 degree student advising and registration begins</td>
</tr>
</tbody>
</table>

## April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td>Summer 2014 registration begins for Continuing Education courses opens to the public</td>
</tr>
</tbody>
</table>
9  Last day to **WITHDRAW** with W
15  Summer 2014 invoices mailed
19-20  Easter (College closed, classes do not meet)
21  All-Student Assembly, 1–2 p.m., Auditorium
25  Application for degree deadline for Summer and Fall 2014 degree completion
    Summer and Fall 2014 advising ends
    Corcoran Ball (Access to the Downtown campus will be limited)
28  129th Annual Student Awards Ceremony

**May**

13  Consortium Summer 2014 registration deadline (outgoing)
14  Summer 2014 tuition due (2.5% late payment fee after this date, $100 minimum)
    Spring 2014 semester: last day of classes
    All students living in Corcoran housing must move out of the building 48 hours after their last class by today
    Spring 2014 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.
15-16  Grades due from faculty on MyCorcBoard (studio and undergraduate academic courses)
16  Commencement
20  Consortium Summer 2014 registration deadline (incoming)
21  Grades due from faculty on MyCorcBoard (graduate academic courses)
    Continuing Education and degree students must clean out lockers and remove work from studios (except graduating students)
    All graduating students must remove their work from all studios and lockers.
    Filespace clean out; all digital files must be removed from the Corcoran Server
23  Memorial Day Weekend (College closed)
24-26  Summer 2014 semester: first day of classes (degree student late registration fee begins - $125 late fee)
27  Spring 2014 degree conferral date

**Summer 2014 Semester Academic Add/Drop/Withdrawal Schedule**

<table>
<thead>
<tr>
<th></th>
<th>Session I</th>
<th>Full Session</th>
<th>Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start and end dates</td>
<td>May 27-</td>
<td>May 27-</td>
<td>July 7-</td>
</tr>
<tr>
<td></td>
<td>(5 weeks)</td>
<td>(10 weeks)</td>
<td>(5 weeks)</td>
</tr>
</tbody>
</table>

**www.corcoran.edu/print/book/export/html/10224**
June 30 | August 10 | August 10
---|---|---
Add | June 3 | June 10 | July 14
Drop | June 10 | June 24 | July 21
Mid-term grades due for undergraduates | June 10 | June 24 | July 21
Withdraw | June 17 | July 15 | July 28

**June**

9  | Fall 2014 Continuing Education early registration begins for Corcoran members
13 | Last day to submit Spring 2014 Incomplete grades unless noted otherwise by faculty
13 | Last day to submit Spring 2014 GNR grades before converting to F
17 | Fall 2014 registration Continuing Education courses open to the public

**July**

1-6 | Intersession: no classes meet except Camp Creativity, Pre-College, Interior Design, and others as noted in course listings.
   | Summer Session I: 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.
2  | Session I grades due from faculty on MyCorcBoard (studio and undergraduate academics)
4  | Independence Day (College closed)
7  | Session I grades due from faculty on MyCorcBoard (graduate academics)
9  | Fall 2014 Continuing Education early registration begins for Corcoran members
15 | Fall 2014 invoices mailed
16 | Fall 2014 registration begins for Continuing Education students

**August**

2 | Pre-College ends
10 | Summer 2014 semester: last day of classes
   | 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.
11-12 | Continuing Education students must clean out their lockers and remove work from studios
   | Filespace clean out; all digital files must be removed from the Corcoran server
12 | Full Summer Session and Session II grades due from faculty on MyCorcBoard (studio and undergraduate academics)
undergraduate academics)

15
Fall 2014 tuition due (2.5% late payment fee after this date, $100 minimum)

Summer 2014 degree conferral date

Camp Creativity ends

17
Full Summer Session and Session II grades due from faculty on MyCorcBoard (graduate academics)

**September**

1
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.

**Institutional Policies**

**Family Educational Rights and Privacy Act (FERPA)**

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

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

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The Corcoran College of Art + Design has designated the following information as directory information: student’s name, participation in officially recognized activities, thesis titles, addresses, telephone listings, e-mail addresses, photographs, degrees and awards received, date and place of birth, field of study, dates of attendance, enrollment status (full- or part-time, undergraduate or graduate), and the most recent school attended. No other information will be released without a student’s prior written consent, including disclosure of information to parents or family members. Special requests can be made by students to withhold the release of directory information, or to authorize release of information to third parties such as parents.
Request for non-disclosure: Students who do not want the Corcoran to disclose their directory information from their education records without their prior written consent must notify the Office of the Registrar in writing each year prior to the first day of fall classes.

Release without written permission of the student: One exception, which permits disclosure without a student’s prior written consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Corcoran in an administrative, supervisory, academic or research, or support staff position (including security personnel); a person or company with whom the Corcoran has contracted as its agent to provide a service instead of using Corcoran employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Honor Committee and the Student Conduct Committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the Corcoran also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student’s education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without the student’s consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without his or her consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without his or her consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use- restriction and data security promises from the entities that they authorize to receive the student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student’s consent PII from his or her education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The privacy rights of an individual expire with that individual’s death. Access to records held by an institution for a deceased person is not a FERPA issue but a matter of institutional policy. The Corcoran will exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or third parties. Individuals requesting information from the record of a deceased student should be directed to the Office of the Registrar.

Any questions regarding additional details of the institution’s FERPA policy, or concerns about a possible violation of FERPA rights should be directed to the Office of the Registrar. Complaints that concern any alleged failures by the Corcoran to comply with the requirements of FERPA can be filed with:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue SW
Washington, DC 20202-5901
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 college. 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.

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.

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.

**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.

**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.

**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.
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.

**Appearance of Witnesses**

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

**Verdict**

To be found guilty of an honor violation, there must be a majority vote for a verdict of guilty. Clear and convincing evidence must be presented to find the student guilty. A student may not be tried more than once for the same offense, except when an appeal is granted.

**Penalty**

If the accused is found guilty of an honor violation, the Honor Committee determines the nature of the penalty by a majority vote. The Honor Committee is not restricted to one kind of penalty but determines one commensurate with the seriousness of the offense. Typical penalty ranges include:

- **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 ineligibility 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.

### 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.

### Composition of the Honor Committee

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

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

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

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

### Challenging the Withdrawal of Committee Member(s)

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

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

### Honor Code Committee Records

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

**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.

**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, 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, cyber bullying 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:
   1. Engage in unsanctioned commercial activity
   2. Unauthorized distribution of copyrighted material using the Corcoran's information technology system, including unauthorized peer-to-peer file sharing and illegal downloading.
   3. Transmit, store, display, download, print, or intentionally receive sexually explicit material
   4. Harass or threaten others
   5. Transmit fraudulent messages
   6. 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 alteration of any College document or instrument of identification.

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

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

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

Procedure for Reporting a Violation

Members of the Corcoran community can file complaints for violations of the student conduct code within ten working days from the date of realization. The Student Conduct Committee will, within five working days,
mail a letter of accusation to the suspected party. The letter will go to the accused student’s current mailing address listed with the Office of the Registrar. A copy of the letter will go to the student’s Corcoran e-mail account. The letter informs the suspected parties that they have five working days from the date of the letter to contact the Student Conduct Committee and make an appointment with the chair of the Student Conduct Committee to learn their rights and options. The Student Conduct Committee will begin an investigation, which does not involve a presumption of guilt on the part of the accused.

Witnesses

The Student Conduct Committee may require any member of the College community to appear as a witness before the committee during a hearing. All requests for such appearances are issued by the chair of the Student Conduct Committee. The appearance of the accuser is usually required.

Verdict

Guilty verdicts require a majority vote based on clear and convincing evidence. Students cannot be tried more than once for the same offense, except when an appeal is granted.

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

- **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.

**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.

**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 Review 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 nonvoting advisor of the committee, and will sit with and advise the committee at all hearings.

Terms of office for the Student Conduct Committee members will be at least one year, as determined by the 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 of him or her must present cause to the chair of the Student Conduct Committee. The Student Conduct Committee then decides the validity of the challenge with the challenged member abstaining from the vote. A simple majority decides the validity of any challenge. A successfully challenged committee member must not be present during the hearing. Members of the Student Conduct Committee who feel prejudiced regarding the facts of the case, is a close friend or relative of the accused, or would not be able to render an impartial judgment must withdraw from a specific hearing.

**Student Conduct Committee 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.

**ii. Discrimination and Harassment**

The Corcoran is an equal opportunity institution that complies with all applicable city and federal laws related to discrimination and harassment. This policy covers all faculty, staff, students, applicants for admission and employment, vendors, guests, and contractors. This policy applies to every part of the Corcoran’s operations including admissions, employment, and access to programs, services, and facilities.

The Corcoran prohibits discrimination and harassment against any Corcoran community member on the basis of race, religion, color, national origin, sex (including pregnancy), age, sexual orientation, gender identification and expression, disability, marital status, personal appearance, family responsibilities, political affiliation, source of income, veteran status, genetic information or any other basis protected by federal or local laws (protected status). The Corcoran prohibits retaliation against a member of the Corcoran community for filing a complaint of discrimination or harassment or assisting in the investigation or resolution of a complaint. Retaliation includes but is not limited to threats, intimidation and adverse actions related to employment or education.

The Corcoran will respond promptly to reports of discrimination, harassment and retaliation and will take appropriate action to prevent, to correct, and to discipline individuals who violate this policy. Members of the community who have relevant information are expected to cooperate with investigations of misconduct.

Discrimination occurs when an individual suffers an adverse employment, academic or other decision
based on the individual’s protected status. Discriminatory harassment is defined as verbal, written, visual or physical conduct that denigrates or shows hostility against a protected class when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, humiliating or offensive working or learning environment.

Sexual harassment and sexual violence may be described as unwelcome sexual advances, requests for sexual favors or other oral, written or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made a term or condition or education, employment or participation in other Corcoran activities
- submission to or rejection of such conduct is used as the basis for academic or employment decisions, or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual violence includes rape, other forms of non-consensual sexual activity, or violence or harassment based on sexual orientation or expression. Victims of sexual violence should call 911 and contact the appropriate responsible official for victim assistance resources.

All Corcoran community members who are aware of or witness sexual harassment, discrimination or discriminatory harassment must report the incident to the appropriate responsible official.

**Responsible Officials**

Under Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act, the Corcoran is required to designate individuals responsible for compliance in providing a working and learning environment free of sexual harassment, discrimination and discriminatory harassment.

The Corcoran’s responsible officials are:

- Title IX and Section 504 Officer for students is the dean of students.
- The Deputy Title IX/EEO and Section 504 Officer for faculty is the provost.
- The Deputy Title IX Officer/EEO and Section 504 Officer for employees is the senior director of human resources.

The Title IX Officers or their designees are jointly responsible for investigating Title IX and other discrimination complaints; and coordinating, planning and managing the discrimination, harassment and sexual harassment education and training programs for faculty, staff and students. These programs include communication of the Corcoran’s policies, providing educational materials to promote compliance with the policy and familiarity of reporting procedures, and training employees responsible for reporting or responding to reports of discrimination and harassment.

**Complaint Process**

Notify the responsible official as soon as possible of violations of this policy. A complaint must be reported to the office having jurisdiction over the accused person:

- complaints against students should be reported to the dean of students
- complaints against faculty or instructors should be reported to the provost
- complaints against employees, vendors, guests or contractors should be reported to the senior director of human resources
Informal Resolution

The goal of informal resolution is to resolve the situation with the cooperation of all parties involved. Informal resolution may include inquiry into the facts, addressing the respondent directly, participating in a facilitated meeting with the appropriate officials or participating in mediation. An informal resolution is preferred and can include: separating the parties, referring the parties to counseling, conducting targeted educational and training programs, or providing remedies for the individual harmed by the alleged discrimination or harassment. If the matter is resolved informally to the satisfaction of all parties the responsible official shall maintain a record of the complaint and the resolution. If informal resolution is not possible the Corcoran will proceed to a formal resolution.

Formal Resolution

If informal resolution is unsuccessful or inappropriate due to the circumstances, or if the complainant prefers a formal procedure, a formal complaint may be filed with the responsible official. A written complaint should include a detailed description of the conduct, supporting documentation if any, names and contact information of the Respondent and any witnesses.

Depending on the nature of the allegations, the investigation may include interviews with appropriate parties and review of documentation or other materials. The Responsible Official may take appropriate interim measure to ensure the safety of and prohibit retaliation towards any of the parties involved. The Responsible Official will evaluate the allegations and review the evidence to formulate an outcome.

At the conclusion of the investigation the Responsible Official will notify the concerned parties of the outcome in writing including referral to the appropriate disciplinary measures.

- Student sanctions may include a written warning, a ban from specific areas, loss of student privileges including housing, disciplinary probation, suspension or permanent dismissal.
- Employee discipline may include verbal or written warnings, reassignment, mandatory counseling or training, suspension or termination.
- Faculty sanctions may include verbal or written warnings, reassignment, mandatory counseling or training, suspension or termination.

The law requires the Corcoran to ensure a work and learning environment free from discrimination and harassment. Even when an affected individual requests that no action be taken, the Corcoran has an obligation to investigate these complaints and take appropriate action. This policy should not be used to bring false or frivolous charges against students, faculty, or employees. An individual bringing such charges may be subject to disciplinary action.

Confidentiality

All parties engaged in the complaint process are expected to maintain confidentiality. All reports or complaints of discrimination and harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the Corcoran to conduct a meaningful review or investigation of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern, or pervasive.

Discrimination and Harrassment Complaint Records

Records of all complaints will be maintained by the responsible official who received and handled the complaint.
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 student support and retention 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 their final semester of study, or are encountering academic problems. Students who wish to apply for a reduced course load should notify the director of student support and retention.

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 student support and retention within six months for 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 student support and retention, (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](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 student support and retention 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.

**Immunization Requirements**

**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](http://www.corcoran.edu). Students who do not comply with the law two weeks prior to the beginning of a semester may be granted a one-month extension, if warranted, at the discretion of the registrar. Failure to comply by the end of the extension will result in administrative removal from classes and termination of enrollment. Students who have had their immunization compliance lapse during the semester cannot register for future semesters until they provide proof of receiving appropriate immunizations, and a hold will be placed on their academic record that prohibits the release of transcripts.

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.
Student Health

i. Emergency Procedures

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 campus: Security Office

ii. Student Health Insurance

Although we strongly encourage all students to obtain health insurance the Corcoran will not offer student health insurance for the 2013-2014 academic year. Students seeking information regarding student health insurance plans may contact Mr. Jeff Schaffer at Academic Health Plans at 1-800-800-9099.

Students with insurance must submit a 2013-2014 Insurance Waiver Form to the Office of Student Accounts. Students who do not have health insurance are required to submit a signed Student and Parent’s Health Insurance Release and Hold Harmless Agreement waiver to the Office of Student Accounts. Health insurance waivers must be submitted to the Office of Student Accounts by September 16, 2013.

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 if they just need to talk with someone or schedule an appointment with a mental health professional. The Corcoran will pay for three emergency sessions with one of five contracted mental health professionals. After three visits, each student’s health insurance program can extend the number of sessions if needed. First students will need to speak briefly with the dean of students. To begin the process of scheduling a referral, please contact Lacey Gentry, lgentry@corcoran.org.

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 or the Georgetown Security Office during campus hours at (202) 298-2585.

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. 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 or
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 incidences should be made to the security desk at the facility where the incident occurred. Students should be prepared to provide information requested by the security officer who will file a report.
- If an incident was reported to the Metropolitan Police Department (MPD), students should inform the security desk that the Metropolitan Police Department will arrive shortly.

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

**Alert DC**

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. Students may opt out or update their 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.
Smoking is not allowed within 25 feet of any entrance to the buildings. The designated smoking area Downtown is to the left of the E Street entrance, where tables and chairs are located and where there is an ash receptacle. The designated smoking area in Georgetown is to the left of the entrance courtyard, where the last table/chair set is located, and where there is an ash receptacle. 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 Security.

viii. Exhibition and Installation Safety

Please see Student Resources: Use of building and facilities.

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

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 maybe anonymous.
- Contact the dean of students for a referral for professional help.
- Contact U ASK for free, confidential support and care or DC Rape Crisis Center for 24-hour intervention and support whenever necessary.
- Go to the nearest hospital.

Use of Building and 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 service animal 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. 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 assume the College is open and operating on its normal schedule if no closing information is on the recording. College closings will be also announced on WTOP (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 classes.

vii. 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.

viii. Parking

Parking in the District of Columbia

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

Downtown Campus Parking

No 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 on 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.

ix. Public Transportation

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, D2, and D6 which stop at 35th and S Streets, NW.

x. Lockers

Degree students will receive one locker, free of charge, per academic year. Large lockers are reserved for foundation year 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.

xi. 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 buildings. 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, requests 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.

xii. Exhibition and Installation Guidelines

The College houses a number of spaces for the display of student, faculty, alumni, and visiting artist work. Throughout the academic year, a variety of College exhibitions supporting a wide range of curricular activity are on view in spaces such as the 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.

Public Spaces

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

Usage of the Performance Bridge or Sculpture Pad

1. Students must provide a written e-mail proposal which includes a brief description of the proposed project, identification of the course or co-curricular project it relates to, and faculty sponsor for the project. The request should include times, dates, special technical requirements, special security requirements. This request should be sent via e-mail to the faculty sponsor, the department chair or program director, the vice president of public education (to clear dates and scheduling) and the provost for approval. The request must be made with at least three weeks advance notice. Danea Freeman, Managing Administrator of Academic Affairs, be reached at dfreeman@corcoran.org, and can assist with questions related to the proposal.
2. The provost, vice president of public education, and chief curator will review the request and any conflicts.
3. They will discuss the proposed project with the Director’s Council weekly.
4. The department chair or program director, working with Danea Freeman, will complete a required pre-event form which allows for notification of all Corcoran departments including Security, Ops, IT, and all other operational areas.
5. The students will follow all policies and procedures outlined in this handbook, and will review all aspects of the performance with their faculty sponsor and department chair or program director.
Students with questions about the performance, should contact their faculty sponsor or department chair. Obviously, every effort will be made to accommodate all requests. However, there will likely be times where there are unavoidable conflicts.

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.

Social Events Policies

i. Student Responsibilities

1. Students must clean up after themselves. All garbage and waste must be placed in appropriate receptacles.
2. Students must remove leftover beverages and food themselves. All items left in the space will be thrown out.

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, White Halls, or White Walls.
3. All food left in these spaces will be disposed of properly.

iii. Beverage Policies

Undergraduate
In all undergraduate areas of instruction, alcoholic beverages are specifically prohibited in classroom areas when classes are in session or when undergraduate students are present or using the classroom area for reviews, independent work, or social gatherings. Alcohol is not served nor supported in any way at undergraduate reviews, interim gatherings, or end of term activities. In cases where alcohol is present for a larger audience or Corcoran gathering, the Corcoran requires that a licensed bartender be present and that all student identifications are checked and that students are served only if of legal age.

Graduate

In all graduate areas of instruction, alcoholic beverages are specifically prohibited in classroom areas when classes are in session. Alcohol may be served at reviews, interim gatherings, or end of term activities at the request of the instructor, with explicit and written permission of the department chair. Please see below for specific policies, if serving alcohol.

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

All invitations originating from students or groups of students that invite the public to exhibitions or events must contain 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. Fundraising and Donations

**Fundraising for the College**
When students are engaged in raising funds for projects ranging from soliciting donations or producing items that are sold to the community, these fundraising activities must include coordination with the Office of the Provost, Development, and Finance. Any fundraising activities carried out on the Corcoran's behalf, whether for the College at large or for a particular discipline, must be cleared in advance and approved by the Office of the Provost. The Provost will consider the appropriateness of the project, its potential benefits to the College, and its development ramifications before granting approval. If approved, the project will then be coordinated with Development and Finance Offices and possibly other potential partners, such as the Office of Student Affairs and/or the Corcoran Gift Shop.

**Funds and Creating Funds**

If a student and/or a student group has a project for which they need to establish an account for that project, please work with the Office of Student Affairs to prepare a proposal to be sent to the Provost for review and approval. If the project is approved by the Office of the Provost then the Director of Finance will establish an account for the purposes of this fund.

**Donation Acknowledgement**

Any gifts received or funds raised and any correspondence from the donor must be delivered to the Office of the Provost within 24 hours of collection. Upon receipt, the Provost’s Office will ensure a letter of acknowledgement for tax purposes will be issued and the Provost will write a personal letter of thanks to the donor.

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

- Food and beverages are permitted within the Café area only. Food and beverages may not be brought inside the Gallery.
- Only service animals are permitted in the Gallery. They must be leashed at all times.
- Special needs persons (wheelchairs, walkers, heavy strollers, etc) are encouraged to make advanced arrangement for facility access by calling (202) 639-1793. It is not mandatory that you do so.
- Please check our website prior to your visit to confirm our hours of operation, exhibitions on view and any special pricing related to traveling exhibitions we may be hosting.
- Degree seeking students, faculty, and staff must wear their current Corcoran identification badges at all times when in the museum. ID’s must be worn in a visible place, to avoid questioning from museum staff and security.

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. A Corcoran email address must be used 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.

Course Evaluations and Retention of Student Work

i. 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.

ii. 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 work in its possession or control. Work produced for a job or activity independent from the educational processes of Corcoran study may be an exception to this policy.

Academic Policies

General Academic Policies

i. 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 for undergraduate students and C or higher for graduate students in order for credits to be considered completed.

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.

ii. Academic Load and standards for academic progress

Associate's (AFA)
Sixty credits (60) are required to earn an AFA degree (or 66 credits, if matriculated prior to fall 2012). 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's (BA and BFA)**

One hundred-twenty (120) credits are required to earn a BA or BFA degree for students. Students following 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 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.

Undergraduate students may petition the Academic Review 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 should request a leave of absence prior to the semester(s) of planned academic inaction.

**Master's (MA and MAT)**

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 semesters. 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 dean of graduate studies 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.

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.

**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.

**iii. Maximum Time Limits**

The standard timeline for completing degree requirements varies according to the specific degree and program as detailed below. 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 Review Committee in cases where extenuating circumstances prevent completion of the program within the time limits and/or benchmark credits per annum as stated below. 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), except for the Master of Art Education degree, with approval.

**Associate's**

Students must complete at least 11 credits per year and the entire program in six years or less.

**Bachelor's**

For continuously enrolled bachelor’s students, the program should be completed within six years.

**Master's**

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 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 credits per year

iv. Change of Academic Program

Undergraduate students in the AFA and BFA programs considering a change of major (from interior design to fine art, for example, or from one design major to another) should discuss their intentions with their advisor and with the current and prospective department chairs/program directors. Students should consider their options carefully since changing majors will likely require additional coursework and may delay graduation due to the sequencing of required major studio requirements. Declaration/Change of Undergraduate Major forms are available online at www.corcoran.edu, or in the Office of the Registrar, and should be signed by the student, the student’s advisor, and the department chairs/program directors of both the student’s current major and prospective major. Forms must be submitted to the Office of the Registrar in order for the change to be finalized.

Any change of degree program (from AFA to BFA, or from MA Interior Design to MA Exhibition Design, for example) requires admission through the Office of Admissions, including a review of transcript. Students should contact their advisor for assistance in applying to pursue a new degree program.

The BFA/MAT program is designed so that students receive both degrees after completing all requirements in their fifth year. Students in the BFA/MAT combined program who decide not to complete the MAT portion of the degree may petition to receive a BFA degree once all requirements for that degree have been completed. The dean of enrollment and dean of undergraduate studies will jointly review such requests, which should be made the semester before a student expects to graduate, and will provide a written recommendation to the provost who will provide a written decision in response.

v. Annual reviews for BFA students

The studio departments in the BFA program conduct annual reviews of upper-level students’ work to individually assess each student’s progress through the curriculum. (Other programs, including graduate programs, may conduct similar reviews at their own option.) Each department sets its own process and schedule for these reviews, which are required of BFA students but not connected to any credit-bearing class. Departmental reviews do not preempt attendance in scheduled classes, so individual sessions should be scheduled for times when students are free to attend.

Reviews allow the faculty of a department to consider a student’s work as a whole and to make judgments about the student’s technical facility, conceptual understandings, and overall direction relative to the learning
goals of the department. Students receive both oral and written feedback to prepare them for entering the next stage of the curriculum.

Successful completion of the review is a pre-requisite for starting the next year’s coursework or for proceeding with thesis. Students who are deemed to have not made sufficient progress will receive recommendations for remediating any shortcomings, which may include additional coursework, an independent study, or a leave of absence. Department chairs will meet with any student receiving such recommendations to arrive at a mutually agreeable course of action.

Students who are Studying Away, On Mobility, or on a Leave Of Absence when their departmental reviews take place should arrange with their chair to be reviewed prior to the start of the next semester.

vi. Attendance Policy

Class participation is an important requirement in both studio and academic courses, and students are expected to attend all class sessions and course-related activities of each course for which they are registered. More than two unexcused absences within a given class (one during the summer term), or 20 percent of the semester, are grounds for automatic failure of the course.

Faculty may establish their own attendance policies as long as they are clearly stated in the course syllabus, and they may count attendance and promptness as factors in grading. Faculty-generated attendance policies may not be less than the college policy.

Students who intentionally stop attending a course must either (1) officially Drop the course by the Drop deadline by filing a signed Add/Drop form with the Registrar’s Office, or (2) after the Drop deadline has passed, request a course Withdrawal by the Withdrawal deadline by using the same Add/Drop form. Dropped courses do not appear on transcripts, but Withdrawals do. Failure to officially Drop or Withdraw from a course before the end of the first ten weeks of classes will lead to a grade of F being recorded. (Please see current Academic Calendar for specific dates. Summer terms have different schedules and deadlines.)

Students may not attend any class for which they are not officially registered.

vii. 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 about their intended absence (unless the absence is a result of an emergency) and then provide documentation to the dean of students immediately upon their return. Once proper documentation is received, the Office of Student Affairs will notify the instructor of the approved excused absence.

Although students may receive an excused absence, they are not relieved of the obligation to master materials presented during the class and must fulfill all course assignments. Faculty may provide alternative assignments to make up for work missed. In such cases, the excused absence will not be counted as a part of the allowable absences under Attendance Policy above, nor will faculty factor the absence into final grading.

Absences due to religious holidays must be pre-approved by the instructor no later than the class prior to the absence (see Student Accommodations and Resources for further instructions). Students should fill out a Request for Accommodation form and give the form to their faculty. Faculty will sign and send the form to the Office of Student Affairs. The same requirements and procedures as for excused absences, discussed above, apply.
Viii. Credit Hours

Academic credit is determined by semester credit hours, which are defined by the U.S. Department of Education and the Middle States Commission on Higher Education. (A credit hour by definition is 50 minutes long; a clock hour is 60 minutes long.) Credit applies to two types of courses: studio classes centered on student creative activity, and academic classes involving lectures or seminars in art history and the arts and humanities.

In studio classes a semester credit hour represents at minimum three hours of student work per week for 15 weeks. As a rule, a three-credit studio course consists of 4.5 hours of class time and 4.5 hours of studio time outside of class per week. In academic classes, a semester credit hour represents at minimum one credit hour of class time and two hours of additional study for 15 weeks; a three-credit course typically meets for 2 hours 45 minutes a week for 15 weeks. Additional study outside of academic classes includes but is not limited to reading, writing, and attending exhibitions and lectures, as required. Seminars given in the studio departments follow the semester credit hour definition of academic classes.

For study-away courses and those involving travel, class time is often supplemented by cultural experiences such as visits to museums and architectural sites. A semester credit hour in these cases is counted as 30 clock hours of instruction and supervised experiences in the presence of a faculty member. A three-credit course for study away thus requires a minimum of 90 hours of study and cultural experiences.

ix. Course Substitution

Course substitutions are available to students who need to either take a class outside of the Corcoran College of Art + Design as transfer credit 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.

x. Transfer Credit

Transfer Evaluation Procedures

Students may receive transfer credit for courses taken at another institution or at the Corcoran prior to
matriculation, under certain proscribed conditions. Transfer credit evaluations for courses taken prior to matriculation, including work completed at the Corcoran, are completed by the Office of Admissions in consultation with chairs or program directors if needed. Granting of transfer credit is at the ultimate discretion of the Dean of Enrollment. Petitions to change the decisions of the Office of Admissions should be directed to the Dean of Enrollment.

Courses taken after matriculation but outside the Corcoran must be approved in advance by the student’s departmental chair or program director. This includes participation in mobility programs, study away programs, and individual courses completed at other institutions. Cross-registration in Consortium institutions follow a distinct set of policies (see “Educational Partnerships and Programs” section of the Student Handbook for details). Credit is awarded once an official academic transcript is received or, in the case of Corcoran-sponsored courses, when grades are recorded.

**Standards for Transfer Credit**

Courses for which transfer credit is sought must meet the level of quality of coursework given at the Corcoran and be germane to the college’s curricular requirements or electives. Only courses for which a grade of “C” or better was earned are considered.

Courses evaluated for transfer from other college and universities, as well as Advanced Placement Tests and International Baccalaureate Exams, are converted to semester hours in accordance with the credit-hour minimum standards outlined elsewhere. Receipt of a satisfactory transcript from a collegiate institution accredited by an agency or association recognized by the U.S. Secretary of Education, or its overseas equivalent, is necessary for all transfers of credit, and all such courses must have been taken within ten years of the transfer-credit request.

Credit for coursework done at the Corcoran under the auspices of one program may be applied to another program at the Corcoran provided it meets the requirements of the second program and has not been used in attaining a prior degree at the same or higher level.

**Transfer Credit Maximums**

**Associate's**

For associate’s degree students, a maximum of 30 credits of transfer coursework can be considered towards degree requirements.

**Bachelor's**

Bachelor's degree students may transfer up to 72 credits from prior coursework completed at other institutions. Of those credits, undergraduate students may not transfer more than nine from outside the Corcoran after matriculation, unless authorized by the department chair or dean. In addition, all minimum residency requirements must be met (see section on graduation requirements for more information).

**Master's**

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 program director. In addition, all minimum residency requirements must be met (see section on graduation requirements for more information).

**XI. Graduation Requirements**
Students must be actively enrolled at the Corcoran with good academic and financial standing during their final semester of their degree programs, in order for a degree to be conferred. All coursework must be completed, even if the coursework is not applicable to a given degree, and a successful thesis accepted by the student’s department or program. Students will not receive their diploma until all degree requirements are met and a thesis completed and accepted. (Please see Diplomas section for information on receiving your diploma.).

Application for Degree forms are available online and must be submitted prior to the start of a student’s final semester of enrollment, e.g., 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 is required ($150 for undergraduate and $195 for graduate students). 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. 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 the student’s 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 retaining a balance post-graduation may be referred to an outside collections agency (see Outside Collections Agency policy).

**Associate’s**

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**

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.

**Bachelor of Fine Arts – Fine Art Concentrations**

Students enrolled in the Bachelor of Fine Arts degree program in Fine Arts have the option of pursuing a concentration, which requires 18 credits of coursework in a specific studio area. Students may declare a concentration in Ceramics, Digital Media, Painting and Drawing, Printmaking, or Sculpture by submitting a Declaration of Academic Program form to the Office of the Registrar that has been signed by the fine art department chair. Forms should be submitted no later than the sophomore year, so that students may be advised appropriately. Concentrations cannot be retroactively applied upon completion of degree. Concentrations are noted on the student’s transcript but not on the diploma. All coursework applied to the concentration must be completed with a grade of C or higher.
Master's

All graduate students completing a written thesis must provide an electronic copy to the College Library; graduate students completing a written thesis must submit the accepted thesis to UMI Dissertation Publishing via the Library’s website, www.corcoran.edu/library, and must provide two copies of the completed thesis to the department head or chair on cd or flash drive according to departmental thesis requirements.

Master of Arts in Interior Design (60 credits) and Exhibition Design (48 credits)

Students must complete all academic degree requirements; successfully defend and submit a signed final copy of their thesis, earn at least 39 Exhibition Design or 51 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 need to be completed in the Washington, D.C. area, but students must be regularly enrolled at the Corcoran and under its active academic supervision for these requirements, even if granted approval to complete them elsewhere. All degree requirements must be completed within one year of the original expected date of graduation. Students must be actively enrolled for credit during their final semester, either in residence or in an approved program. Special permission requests to study outside of the Corcoran during a final semester must be supported by the chair or program director and approved by the dean 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 successfully 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 successfully defend an extensive written thesis in its final culmination. Art and the Book graduate students must have 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.

XII. Thesis Completion Requirement

All programs of the Corcoran College of Art + Design require students to complete a thesis and to have their
thesis accepted by their department or program as satisfactory prior to receiving their degree. Theses may be in the form of a written academic research paper, a coherent body of creative work in a field of art, design (including creative writing), or a combination thereof. Each degree program determines its own criteria for what constitutes a satisfactory thesis; thesis coursework allows students and faculty to assess whether the thesis paper or project is meeting appropriate benchmarks prior to its submission.

AFA students following academic plans prior to 2012-2013 are exempt from the thesis requirement.

Xlii. Participation in Commencement

The Corcoran College of Art + Design publicly conveys degrees once a year at a commencement ceremony in the spring. To participate, students must meet the requirements for graduation, as detailed above, and have submitted a graduation application to the Office of the Registrar in the fall. A graduation audit is performed by the Office of the Registrar after the graduation application is received. Final approval to walk in commencement is made once final grades have been received by the Registrar’s Office and the thesis work has been accepted as satisfactory.

Undergraduate students with six credits or less needed to fulfill their degree requirements should seek the support of their department chair and advisor to petition the provost for participation in the commencement ceremony. In addition, students with due balances may petition the provost to walk at graduation.

Participation in the commencement ceremony is distinct from receipt of an academic degree, and a degree is conferred only upon successful completion of all requirements.

Grades and Academic Standing

I. 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.

II. Letter Quality Grade Descriptions

Undergraduate Letter Quality Grade Descriptions

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<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>
</tbody>
</table>
C+ 2.3 Above Average Achievement
C 2.0 Average Achievement
C- 1.7 Slightly Below Average Work*
D+ 1.3 Well Below Average Work*
D 1.0 Significantly Below Average Work*
D- 0.7 Poor Work*
F 0.0 Failure, No credit*
W N/A Withdrawal
GNR N/A Grade Not Reported
I N/A Incomplete
IP N/A In Progress, In Good Standing
P N/A Pass (Equivalent To C Or Higher For Undergraduates)

*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.

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>Passing 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>
<td>F</td>
<td>0.0</td>
<td>Failure, Dismissal If Recurrent</td>
</tr>
<tr>
<td>GNR</td>
<td>N/A</td>
<td>Grade Not Reported</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress, In Good Standing</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass (Equivalent To B Or Higher For Graduate Students)</td>
<td></td>
</tr>
</tbody>
</table>

*Graduate students are advised that while B-, C+, and C grades are passing grades for a course, failure to earn higher than a 3.0 semester 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.

**III. 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 default 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.

**IV. Incomplete Grade**

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

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. All change of grade forms must be signed by the dean of enrollment or associate dean of undergraduate studies.

Incompletes are typically resolved within 30 days following the last day of class. Faculty members may set a shorter deadline or extend the deadline on a case by case basis, but no later than the last day of classes of the semester following the one in which the course was taught (including summer). Any extension beyond one semester requires approval of the dean of undergraduate studies for undergraduate courses, or the dean of enrollment for graduate courses.

**V. In Progress, In Good Standing**

An IP grade may 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 IP will remain on the student’s record while the student is actively enrolled in courses or maintaining status at the Corcoran or until the IP is replaced by a grade or an incomplete.

**VI. 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.

Vii. 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.

Graduate students receive mid-term grades at the discretion of the faculty.

viii. Academic Warning

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.

Undergraduate

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. 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.

Graduate

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.

iX. 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 Review Committee). No additional work can be submitted to improve a grade after the final grade has been assigned. No grade can be lowered as a result of an appeal, whether successful or unsuccessful. 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. Grade changes will not be considered until the instructor submits a change-of-grade form to the Office of the Registrar. All change of grade forms must be signed by the dean of enrollment or dean of undergraduate or graduate studies.

x. Dean’s List

Associate’s

Associates 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

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.

Master's

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

xl. Academic Standing

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

Good Standing

Associate’s

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

Bachelor’s

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.

Master's

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).

Academic Probation

Associate’s

Associate’s students who fail to receive at least a 2.0 semester or cumulative GPA will earn 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

Bachelor’s students following a 2009-2010 academic plan or after, failure to achieve at least a 2.0 cumulative and semester GPA will earn a notation of academic probation on the student’s transcript. 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 both a minimum 2.0 semester and cumulative GPA. Failure to meet these requirements within one semester for BFA students, or within two semesters for BA students, 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 (or major) GPA of 2.5 is required for BFA 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 academic advisor 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 failure to earn a grade of C or better in each required Core studio course will result in academic probation. Students placed on academic probation have one semester to resolve their academic deficiency. To be removed from academic probation, the student must attempt a minimum of 12 credits for the next fall or spring semester of enrollment (summer optional), 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.

Master’s

Graduate students who fail 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 and/or earning two grades below B in graduate level coursework will earn a notation of academic probation on their transcript. 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.

Academic Suspension

Undergraduate

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 Review 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 undergraduate studies.

Graduate

Graduate students are not eligible for suspension.
Academic Dismissal

Associate's

Associate's 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

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.

Master's

Graduate students who receive an F in two graduate courses or cannot remove oneself from academic probation within one semester will be dismissed from the graduate degree program.

xii. Readmission After Dismissal

Undergraduate

Undergraduate students who are dismissed must wait two semesters before applying for readmission to a degree program. Dismissed undergraduate 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 undergraduate studies. 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.

Graduate

Graduate students who have been dismissed may not reapply to the same program; however, they may apply to a different program within the institution. Students wishing to reapply to a different program should follow the standard application process through the Office of Admissions.

xiii. Academic Review Committee

Responsibility of the Committee

The Academic Review 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 Review 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 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 Review 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 Review 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).

Composition of the Committee

The Academic Review 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 student support and retention, 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 Review 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 Review Committee who has a conflict of interest in the case, such as being a close friend or relative of the student being assessed, or for whatever reason would not be able to render an impartial judgment, must withdraw from a specific hearing. For more information, please contact the dean of students.

Outcome

Within 10 working days after receiving a written request from a student, the Academic Review Committee will begin an investigation. A letter indicating approval or denial will be mailed to the student’s current mailing address listed with the Office of the Registrar (unless otherwise indicated in the written request). The
decisions of the Academic Review Committee are determined by a majority vote. If there is no majority, the Chair of the Academic Review Committee determines the verdict. The decisions of the Academic Review Committee are final and there is no further appeals process.

Registration Policies

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 academic 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.

i. Registration

Students are responsible for registering properly and meeting tuition deadlines. Students should confirm their enrollment on MyCorcboard. Students unable to access their MyCorcboard accounts should contact the Office of Information Technology at help_desk@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: incomplete course information including course codes and section letters, missing course pre-requisites or departmental approval, Social Security or student ID numbers, student signature, and/or advisor signature. In addition, students may not register for courses which have time conflicts. Students must also clear all outstanding bills and financial obligations, including library fees, and overdue books prior to registration. 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.

ii. Schedule Adjustment

After initial registration, students need to file the 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, or the director of academic advising.

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 enrollment and are
only allowed under extraordinary circumstances. Students who report that they attended classes but were not on the official class roster after the last day to add will not receive retroactive credits. The last day to drop classes without a refund is five calendar weeks after the first day of classes. All classes for which a student is enrolled following the last day to drop will remain part of the student’s permanent academic record.

The last day to withdraw from classes with a grade of W is 10 calendar weeks after the first day of classes. A grade of W is not calculated into the student’s GPA, and students may re-enroll in withdrawn courses during a different semester. Retroactive withdrawals following the withdrawal deadline require written permission from the dean of enrollment and are only allowed under extraordinary circumstances.

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

iii. Auditing Courses

Undergraduate

Full-time degree students who wish to audit a credit course may do so as long as their academic load, including the credit hours the auditing course normally carries, does not exceed the maximum full-time load of 18 credits. Bachelor’s students exceeding this credit limit must pay for each credit that exceeds 18 credits. Students may audit only one course per semester. Audited courses do not satisfy any degree requirements, financial aid requirements, or minimum enrollment requirements for F-1 status.

Graduate

Under certain conditions and with approval, graduates students 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. Auditors should register during the normal registration period, and before the start of the class. In order for a course 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.

iv. Repeating Courses

Undergraduate

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**

Graduate students need permission from their chairs or program director in order to earn repeat credit for use as graduate studio electives. Repeated courses (i.e. any course, independent 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. Independent Study

The College believes it to be in the best interest of its students to follow a course of study based on the published curriculum, which provides a network of collaborative exchange and feedback that is one of the strengths of a creative education. Nonetheless, it recognizes that students have individual needs and ambitions that sometimes cannot be accommodated within the current course listings. The Corcoran’s Independent Study Contract is a means of permitting individualized creative activity and research under conditions that are meant to maximize its benefits for the student.

Degree students may receive credit for independent study outside of the classroom only if it is approved by their department, supervised by a faculty member, and meets the conditions of the college’s Independent Study Contract. To receive approval under the terms of an Independent Study Contract, an independent study must meet the following standards:

- The content of the independent study cannot substantially duplicate that of any existing course listed as currently active. This includes courses that might easily be taken at participating Consortium colleges and universities in the Washington, D.C., area.
- The independent study must take place outside of the classroom and outside of the student’s currently scheduled classroom hours.
- Total hours spent on the independent study must meet the minimum requirements for the number of credits contracted to be received. (See credit hour policy for details.) The majority of these hours will consist of student research and/or creative activity; contact hours with faculty are assumed to be only a small proportion of the total.
- The student must prepare a statement of intention and a work plan that is agreed to by the student’s department chair or program head. The chair or program head will then assign a faculty member to supervise the student.
- A faculty member must supervise the independent study. Supervision means assigning and monitoring learning goals and objectives, meeting with a student at least five times a semester, and assessing the student’s performance, including grading. Supervision can be accomplished by face-to-face meetings and/or by Internet exchanges such as email.
- The student’s department shall determine that the proposed Independent Study is of substantive value to the student’s educational goals and interests.
- Both the chair or program head of the student’s department and the chair or program head of the faculty member’s department must approve the Independent Study Contract. They will forward it to the Office of the Provost, which grants final approval and forwards the Contract to the registrar.
- Independent Study Contracts must be approved and recorded by the registrar by the deadline for registration for the semester in which the independent study will take place.

Bachelor’s degree students may take no more than nine credits of Independent Study and graduate students not more than six over the course of their studies. Independent Study is not available to Associate degree students or to Foundation-level Bachelor’s students.

If an Independent Study is to be used as a substitute for a required course, its content, scope, depth, and
learning expectations must equal or exceed those of the required course.

Independent Studies are typically 3 credits each, however, fewer or more credits may be requested, as needed, to fulfill degree requirements. They are coded according to course content (not the student's major), and level (undergraduate-3800 or graduate-6800). For example, an Independent Study in art history by an undergraduate photojournalism major will be coded AH38xx.

vi. Internships

Practical work experiences while studying at the Corcoran provide a valuable glimpse of potential career options. Internships may be eligible for academic credit provided they are arranged in advance and approved by their Department Chair or Program Head in accordance with the Internship policies below.

Students are responsible for locating and securing internships with the assistance of their department chair. The Career Services Specialist can be consulted to help locate internship opportunities.

To receive credit for an internship, the student must complete an Internship Contract/Add form. When the completed form is submitted to the Office of the Registrar the internship will be added to the student’s schedule.

Internships are governed by the same add/drop and withdrawal policies as a standard course. As with any enrollment, internship credits are factored into billing. See the Tuition and Fees section for more information. Late contracts will not be accepted; and credit will not be awarded for work completed in a prior term.

All elective Internships are graded Pass/Fail and appear on a student’s transcript.

Continuing Education students are not eligible to receive credit for internships.

Undergraduate

Undergraduate students who have earned a minimum of 24 credits at the Corcoran may be eligible to earn credit for an internship. Undergraduate students may register for no more than six (6) credit hours of internship credit while pursuing their degree.

A semester-long internship for three (3) credit internship requires a minimum of 120 hours of work, or a minimum of eight (8) hours of work per week.

The Internship Contract/Add form serves as the agreement between the Corcoran, the student, and the internship site. The department chair, student, and internship site supervisor signatures must appear on the Form in order for the registration to be processed, and a statement of learning opportunities and expectations written by the student is required.

Career Services will solicit a midterm evaluation from the student, and a final evaluation from the internship site supervisor with a recommendation for a grade (pass/fail) is required no later than 10 working days prior to the end of the semester. The student’s Corcoran Department Chair is responsible for submitting the grade to the Office of the Registrar after review of the evaluation(s).

Internships may be paid or unpaid. Corcoran faculty, whether full-time or adjunct, cannot serve as internship site supervisors.

Graduate

Graduate internships are arranged in collaboration with the student’s program head. A semester-long internship for three (3) credits requires a minimum of 150 hours of work, or a minimum of ten (10) hours of
work per week, and is governed by the same add/drop and withdrawal rules as a standard course. Each
graduate program maintains its own departmental requirements and evaluation procedures.

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.

VII. Continuing education + NON-CREDIT COURSES AND WORKSHOPS

The Continuing Education department offers a limited number of 1.5 credit and intensive 3 credit courses.
Additional tuition or fees may be charged to degree students enrolling in intensive courses offered through
the Continuing Education department. Intensive 3 credit courses offered through the Continuing Education
department will indicate in the course description that approval of the continuing education department is
required prior to registration. Degree seeking students who wish to take a 1.5 credit course must obtain
approval from the continuing education department prior to registration by emailing
ceadvisor@corcoran.org.

Non-credit courses (those not offered for credit) are not available for audit and are subject to the standard
tuition and fees associated with the course. Degree students wishing to register for non-credit courses must
follow the standard process for registration and must seek advisor approval. Non-credit courses cannot be
applied toward completion of degree requirements.

viii. 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 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.

ix. 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).

X. 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 (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.

**XI. CONCURRENT ENROLLMENT IN MULTIPLE PROGRAMS/MAJORS**

Excluding the BFA/MAT 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.

**XII. Maintaining Status**

Graduate students who have registered for all credits required for their degree but have not yet met all degree requirements (e.g., Incomplete on In Progress 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 (contact the Office of Financial Aid for more information). 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 students are planning to complete requirements in July or August, in which case they must fulfill the policy that states that students must be registered during their final term, either by Maintaining Status or registering for another credit-bearing extra elective. If the student does not resolve all of his/her work at the end of what was expected to be their last semester (e.g., taking an Incomplete), the student will need to Maintain Status for the following semester in order to maintain student status and resolve remaining work. Students cannot graduate with any unresolved grade(s), even for courses that are not required for the degree program.

**xiii. Leave of Absence Policies**

Students who wish to take a leave of absence from the Corcoran should review the Refunds section and Return of Title IV Funds sections of the handbook so that they understand the financial implications of withdraw.

**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 student support and retention.

xiv. **Withdrawal Policies**

Students who wish to withdraw from the Corcoran should review the Refunds section and Return of Title IV Funds sections of the handbook so that they understand the financial implications of withdraw.

**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 student support and retention 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. The student accounts manager will notify students who are in danger of being involuntarily withdrawn for financial reasons.

Medical Withdrawal

Students who are unable to attend class regularly or fulfill course requirements for health reasons, and who foresee no imminent improvement in their condition, may choose a voluntary Medical Withdrawal by notifying the dean of enrollment. In some cases students may be administratively withdrawn if a documented condition adversely impacts their fellow students.

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.

xv. 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. Students having questions about their Title IV funds 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 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 Direct Unsubsidized
- Federal Direct Subsidized
- Federal Perkins Loan
- Federal Direct PLUS/Graduate Direct Plus Loan
- Federal Pell 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.

xvi. Readmission after Withdrawal (Non-Dismissal)

Students who wish to be reinstated after a withdrawal as noted above must reapply through the Admissions office. Upon re-enrollment, students who left on probation will have to meet the criteria defined in the academic standing section in order to remain enrolled.

Educational Partnerships and Programs

i. Consortium of Universities of the Washington Metropolitan Area

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.

Cross-Registration Policies for Corcoran Students

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. The page
provides links to participating institutions, as well as academic calendars and general cross-registration information. A student will need to consult the appropriate schedule of classes for the institution he/she is 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. Students should be aware of any additional fees that may be required, such as registration or course fees. Students 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 the course selection, a student should meet with his/her 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.

Students must demonstrate the relevance of the proposed course to their academic and/or post-college goals. If the chair or program director approves request to take a course through the Consortium, the student will need to complete the Corcoran’s Consortium registration form, which indicates the course he/she will be taking as well as the requirement that it will be substituting for, and obtain signatures from the chair or program director. The completed form must be submitted 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 Review 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 the visited institution's course 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 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 Review Committee.
- Library privileges are extended to visiting students.

Cross-Registration Policies for Visiting 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 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
- 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.

ii. Non-Residential Study Options

Upper level students (3rd and 4th year) in the undergraduate degree programs may apply to study outside Washington, DC for as long as one semester in several ways, as detailed below.

Study Away

Students are encouraged to take advantage of Study Away programs offered by the College during the summer and on breaks throughout the academic year. Study Away courses are short term and allow students to study in new cultural settings while receiving course credit. In the past few years, students have studied with Corcoran faculty in El Salvador, India, Israel, Mexico, and Nicaragua.

The Corcoran College of Art + Design has established a unique collaboration with Mexico’s Instituto Nacional de Bellas Artes, through which students participate in select classes held at the Escuela de Bellas Artes in San Miguel de Allende. This program is part of a series that promotes cultural exchange through
education in the arts in the beautiful and culturally rich town of San Miguel in central Mexico. Courses are offered during winter break, spring break, and during the summer semester.

Credits earned in Study Away courses are counted as program electives and calculated in a student’s GPA. Credit bearing courses offered through Study Away require additional payment and fees not included in student tuition.

For more information on the Corcoran’s Study Away programs, including annual summer classes in India, Israel, and Mexico, contact Robert Devers, coordinator of study away programs, at rdevers@corcoran.org.

AICAD Mobility

As a member of the Association of Independent Colleges of Art and Design (AICAD), the Corcoran participates in a mobility program with more than 30 affiliated institutions in the United States and Canada. Current or prospective juniors may apply to attend one of the participating institutions with which we have a reciprocal agreement. Tuition and financial aid continue to be handled by the Corcoran, although the host school may charge lab and student fees separately.

Applications are due one semester prior to the desired semester of study (October 1 for the following spring semester and March 29 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 entering or in their junior year who are in good academic standing, have a minimum cumulative GPA of 3.0, have obtained their chair’s approval, and otherwise meet the 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 and to approve course selection.

Credits earned at the host institution through the AICAD mobility program are accepted as Corcoran equivalent credits and thus do not count against the Corcoran’s undergraduate limit of a maximum nine credit hours of transfer credit. Grades received while on mobility become part of a student’s permanent record and are included in calculating his/her cumulative GPA.

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.
- Emily Carr Institute of Art and Design; Vancouver, B.C., Canada
- Kansas City Art Institute; Kansas City, Missouri
- Laguna College of Art & Design, Laguna Beach, California
- Lyme Academy College of Fine Arts, Old Lyme, Connecticut
- Maine College of Art; Portland, Maine
- Maryland Institute College of Art; Baltimore, Maryland
- Massachusetts College of Art; Boston, Massachusetts
New York Studio Residency Program

The New York Studio Residency Program is open to advanced (usually junior year) students selected by the college for independent study during either the fall or spring semester. The program stresses self-directed studio work, coupled with critiques, seminars, and an exposure to the cultural life of New York City. It is taught by experienced faculty drawn from AICAD member colleges and is administered for AICAD by two part-time, on-site staff.

The semester-long program is located in a building on Jay Street in Brooklyn’s DUMBO neighborhood. Students 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:

- Independent Study: Students receive studio space to pursue their work based on a plan developed with their chair or program director.
- Internships: Students can work with professional design firms or assist artists and other professionals.

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.

Applicants must submit a formal application, be in good academic standing, have a minimum cumulative GPA of 3.0, and secure recommendations by two faculty members. Participants will be selected by a jury of Corcoran faculty and deans. The Corcoran deadlines for expressing an interest in applying to the program are October 14 for the following spring semester and March 15 for the following fall semester.

Credits earned while enrolled in the New York Studio program are granted by the School of Visual Arts and are recorded by the Corcoran as equivalent credit after successful completion of the program. Credits earned through the program do not count against the Corcoran’s undergraduate limit of a maximum nine credit hours of transfer credit.

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

Study Abroad

Corcoran students may also apply to study abroad for one semester during their junior year outside of the AICAD mobility program. The college has preapproved several schools and programs that have hosted:

- Memphis College of Art; Memphis, Tennessee
- Milwaukee Institute of Art and Design; Milwaukee, Wisconsin
- Minneapolis College of Art and Design; Minneapolis, Minnesota
- Montserrat College of Art; Beverly, Massachusetts
- Moore College of Art; Philadelphia, Pennsylvania
- Nova Scotia College of Art & Design, Halifax, Nova Scotia, Canada
- Ontario College of Art and Design; Toronto, Canada
- Oregon College of Art & Craft, Portland, Oregon
- Otis College of Art and Design, Los Angeles, California
- Pacific Northwest College of Art; Portland, Oregon
- Rhode Island School of Design; Providence, Rhode Island
- Ringling College of Art and Design; Sarasota, Florida
- San Francisco Art Institute; San Francisco, California
- School of the Art Institute of Chicago; Chicago, Illinois
- School of the Museum of Fine Arts; Boston, Massachusetts
- University of the Arts; Philadelphia, Pennsylvania
Corcoran students in the past; this list is available from the Office of Student Affairs. The number of students eligible to participate each semester is limited.

Students wishing to study abroad at a preapproved school continue to pay tuition to the Corcoran, and credits earned are accepted after review without counting against the nine-credit limit on transfer credits. Grades received become part of a student’s permanent record and are included in calculating his/her cumulative GPA.

Interested students should meet with the associate director of student affairs for assistance in choosing the program that most fits their needs. An internal application to participate in Study Abroad is due October 1 for the following spring semester and March 1 for the following fall semester.

Eligibility requirements include good academic standing, a cumulative GPA of 3.0 or higher, and completion of an essay describing the student’s goals for studying abroad. The application, essay, and a course plan must be approved by the student’s department chair and submitted to the Office of Student Affairs, which will rank applicants in consultation with the Dean’s Office. Completed applications are sent to the host institutions by the Office of Student Affairs (not by the individual student).

After returning, students who successfully complete a Study Abroad program can be required to present an overview of their experiences at a gathering of faculty and fellow students.

Students may wish to attend schools abroad that are not preapproved by the Corcoran. A student may ask that a school be considered for preapproval status by contacting the associate director of student affairs; if the school is approved by the Provost’s Office, the student may then pursue the procedures outlined above.

Alternately, a student may take a Leave of Absence to study at a school not approved by the college; however, any credits earned and grades received will be reviewed for acceptability upon the student’s return and treated under the terms of the college’s Transfer Credit Policy. Students who wish to participate in non-approved programs are not required to apply for these programs through the Corcoran or seek departmental approval for participation.

Upon approval of a non-AICAD study abroad program of study students should submit a registration form to the Office of the Registrar indicating “Study Abroad” in the course section and the name of the institution which they will be attending. A $200 administrative fee will be charged for each non-AICAD study semester abroad.

**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.

**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 and approved study away programs are counted...
toward the student’s residency at the Corcoran College of Art + Design, and are factored into the 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.

Study Elsewhere

In rare cases a student may be granted approval to take one or more of their final courses away from the Corcoran. Those courses must be pre-approved by the department chair and permission must be given by the dean of enrollment or dean of undergraduate studies to complete courses in their final term somewhere other than the Corcoran.

Upon approval of study elsewhere students should submit a registration form to the Office of the Registrar indicating “Study Elsewhere” in the course section and the name of the institution which they will be attending. A $200 administrative fee will be charged for each non-AICAD or non-Consortium study semester elsewhere. These courses will be treated as transfer credit and must meet criteria outlined in transfer credit standards.

Non-approved Study Abroad

Alternately, a student may take a Leave of Absence to study at a school not approved by the college; however, any credits earned and grades received will be reviewed for acceptability upon the student’s return and treated under the terms of the college’s Transfer Credit Policy. Students who wish to participate in non-approved programs are not required to apply for these programs through the Corcoran or seek departmental approval for participation.

Academic Records and Transcripts

i. 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. A Transcript request form is available online at www.corcoran.edu/registrar. 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 Kurtz loans.

ii. Enrollment and Degree Verifications

An Enrollment and Degree Verification Request form is available online at www.corcoran.edu/registrar.

iii. Course Codes and Numbering

Non-credit courses: 0000-0999
Undergraduate level courses: 1000-4999
Graduate level courses: 5000+

iv. Academic Calendar and Credit System

The College operates on a semester system. The academic calendar consists of two 15-week semesters and one summer semester of varying lengths. One credit is equal to one semester hour.

v. Diplomas

The Office of the Registrar is responsible for clearing students for graduation. This may take anywhere from 4–6 weeks after the semester ends. If all grades are not posted, please check with the instructor(s). If verification of degree completion is needed before receipt of diploma, an Enrollment/Degree Verification Request Form, may be submitted to the Office of the Registrar.

Once a degree is conferred, the Office of Student Affairs will order a diploma, delivery of which may take an additional 6-8 weeks following degree conferral. A diploma will not be released if there are any stops on the student record. Students should immediately update changes in permanent address via the MyProfile tab in MyCorcboard to ensure proper delivery. If a diploma is sent to the address on record and either returned or lost, there will be an additional fee(s) of $10 to re-send and $45 for replacement.

If a diploma is not received 8–12 weeks after the degree conferral date noted on the student's unofficial transcript on MyCorcboard, the Office of Student Affairs studentaffairs@corcoran.org should be contacted.

The diploma is only awarded under the official name on record at the time of graduation. Names cannot be changed after a degree is awarded per college policy.

Alumni who wish to obtain a replacement copy of their diploma must contact the Office of Student Affairs at studentaffairs@corcoran.org. If the diploma has been damaged, the original must be returned to the Corcoran before a replacement will be mailed. A $45 replacement fee will be charged. Please note that the Office of the Registrar does not keep copies of diplomas on file. There is a 4-6 week turnaround for replacement diplomas to be mailed from the printing company.

vi. 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 Review Committee for more information).

vii. Historical Accreditation and Institutional Name Change

The Corcoran School of Art was accredited by the National Association of Schools of Art and Design in 1976 and by the Middle States Commission on Higher Education in 1985. The Corcoran School of Art’s name was formally changed to Corcoran College of Art + Design on May 24, 1999. The College’s degree programs are licensed by the District of Columbia’s Educational Licensure Commission.

viii. Past Programs of Study

The College offered a full-time Diploma program, which was instituted during the 1970-1971 academic year and lasted through the 1980-1981 academic year. At the end of the four years of required studies, diploma
students received a Diploma in either Fine Arts or Visual Communications. The Diploma Program was not a degree program.

GPA’s were not calculated until the BFA was first offered in Fall 1981.

Financial Aid and Billing

Financial Aid

i. General Information

Recipients of federal and/or Corcoran financial aid must be enrolled or accepted for enrollment in a degree-seeking program. Limited institutional grants and scholarships are made available to qualifying degree students. Additionally, graduate students are 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 loans and Corcoran financial aid.

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.

ii. Free Application for Federal Student Aid (FAFSA)

A completed FAFSA is required for all students interested in need-based aid, including Corcoran grants and scholarships, graduate 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.gov](http://www.fafsa.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. Students should feel free to estimate the parent and/or student income on the FAFSA in order to meet the specified priority dates.

iii. Corcoran Aid

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. All Undergraduate Scholarships 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.
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.

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 selects the award recipients in accordance with the criteria specified for each award or scholarship.

iv. Programs for DC Residents

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

v. Federal Programs for US Residents

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, Direct Staffords, or Direct 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.

GRANTS FOR UNDERGRADUATES

State Student Incentive Grants

State Student Incentive Grants (SSIG) are federal funds that are allocated to states and matched with state 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.

Pell Grants

Federal Pell Grants are awarded by the U.S. Department of Education. Eligible students may receive grants up to $5,645 for the 2013-2014 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.

Supplemental Education Opportunity Grants

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 2013-2014 academic year. These grants are not available to students who have already received a Bachelor’s degree.

Work Study (FWS) FOR UNDERGRADUATES
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.

**LOANS FOR UNDERGRADUATES**

**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.

**Direct 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 Stafford loans is fixed at 6.8% for loans disbursed after July 1, 2013. The aggregate loan limit for dependent undergraduate students is $31,000 and the aggregate loan limit for independent undergraduate students is $57,500. The maximum subsidized loan limit for both dependent and independent undergraduate students is $23,000.

**Direct 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

To complete a Direct Loan MPN and Entrance session online at [www.studentloans.gov](http://www.studentloans.gov), 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](http://www.pin.ed.gov).

**Direct 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.

**LOANS FOR GRADUATE STUDENTS**

**Stafford Loans for Graduate Students**

Eligible graduate students may borrow up to $20,500 per year of the Federal Direct Unsubsidized Stafford
Loan. 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%.

**Direct 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))
- Wells Fargo ([www.wellsfargo.com/student/loan](http://www.wellsfargo.com/student/loan))

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. 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](http://www.fastweb.com). Veterans and members of the armed forces are encouraged to explore all available educational resources. The Corcoran participates in the Yellow Ribbon Program. Please go online at [www.VA.gov](http://www.VA.gov) for additional information. Undergraduate and graduate programs meet the program requirements for most external agencies.

**ix. 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](http://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) 639-1818 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

- 2013-2014 AFA tuition: $1,031 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 during each graduate’s final semester.
- Payment is due by August 15 for the Fall semester, December 16 for the Spring semester, and May 15 for the Summer semester. For registration after a due date, full payment is immediately due upon registration.

ii. Bachelor Level Tuition and Fees

- 2013-2014 BA/BFA full-time tuition is $30,930.
- Full-time enrollment is defined as 12–18 credits per semester for two semesters, or $15,465 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 16 for the Spring semester, and May 15 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 or the dean of enrollment to enroll at the Corcoran on a part-time basis is prorated at $1,031 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 $1,031 per credit hour for each additional credit.

iv. Graduate Level Tuition and Fees

- 2013-2014 MA and MAT in Art Education tuition rate: $1,210 per graduate credit hour (courses numbered 5000 or above).
- 2013-2014 MA in Interior Design and MA in Exhibition Design tuition rate: $1,210 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.
- 2013-2014 MA in Art and the Book tuition rate: $1,350 per graduate credit hour (courses numbered 5000 or above). A mandatory $450 studio fee is assessed per semester.
- 2013-2014 MA in New Media Photojournalism tuition rate: $1,350 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 $1,031 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 16 for the Spring semester, and May 15 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

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card processing fee</td>
<td>2.5%</td>
</tr>
<tr>
<td>Late payment fee (tuition &amp; related fees)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Official transcript fee</td>
<td>$5</td>
</tr>
<tr>
<td>Student ID replacement fee</td>
<td>$20</td>
</tr>
<tr>
<td>Declined credit card fee</td>
<td>$25</td>
</tr>
<tr>
<td>Application/reapplication fee: undergraduate</td>
<td>$45</td>
</tr>
<tr>
<td>Returned check fee</td>
<td>$50</td>
</tr>
<tr>
<td>Disposal of student work fee</td>
<td>$50</td>
</tr>
<tr>
<td>Application/reapplication fee: Graduate</td>
<td>$75</td>
</tr>
<tr>
<td>Late registration fee</td>
<td>$125</td>
</tr>
<tr>
<td>Georgetown campus parking fee (per semester):</td>
<td>$175</td>
</tr>
<tr>
<td>undergraduate and graduate</td>
<td></td>
</tr>
</tbody>
</table>
$150  Graduation application fee: undergraduate
$195  Graduation application fee: graduate
$200  Study Abroad fee (non-AICAD)
$250  Student housing damage deposit fee
$250  Graduate student course audit fee
$300  New undergraduate student tuition deposit fee
$500  New graduate student tuition deposit fee
$400  Student housing reservation deposit fee
$200–$500  Facilities damage fee
$1,000  Graduate maintaining status fee (per semester)

Student Accounts

i. Payments

Payments may be remitted in the form of personal check, cashier’s check, money order, or credit card (Visa, MasterCard, or American Express only). All credit card payments will include a 2.5% processing fee, and 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. If 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. Refund, repayment and withdrawal policies are subject to change without notice in order to comply with administrative and regulatory requirements.

vi. 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.

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.

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. Corcoran reserves the right to disburse all institutional aid after the end of Add/Drop period as per academic calendar. If the credit balance occurs after the first day of classes, a refund will be generated within 14 days from that date.

vii. Refund Schedule for Dropped Courses

**Fall 2013 semester (First day of classes: August 28, 2013)**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to August 28</td>
<td>100%</td>
</tr>
<tr>
<td>August 28–September 14</td>
<td>75%</td>
</tr>
<tr>
<td>September 15–October 2</td>
<td>50%</td>
</tr>
<tr>
<td>After October 2</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Spring 2014 Semester (First day of classes: January 22, 2014)**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to January 22</td>
<td>100%</td>
</tr>
<tr>
<td>January 22–February 10</td>
<td>75%</td>
</tr>
<tr>
<td>February 11–February 26</td>
<td>50%</td>
</tr>
<tr>
<td>After February 26</td>
<td>0%</td>
</tr>
</tbody>
</table>

For the Summer 2014 refund schedule, please refer to the Corcoran’s website.
ix. 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.

Student Support Services

Academic and Studio Advising

All degree seeking students can find the name of their advisor on MyCorcboard. 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 enrollment.

Student Accommodations and Resources

I. Writing Centers

Professional and peer tutoring are available at the Writing Centers, located at the Downtown and the Georgetown campuses. The tutorial sessions address common issues with reading, writing, English for Speakers of Other Languages, 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 writing@corcoran.edu.

II. 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.

III. 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 his or her 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.

**IV. Disability Support**

The Americans with Disabilities Act became law in July 1990. Section 504, referred to as the “Civil Rights Act” for people with disabilities, mandates that “no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.” The Corcoran is committed to upholding the legal, ethical, and philosophical principles of the Americans with Disabilities Act by providing reasonable accommodations and by making admission decisions without regard to disabilities. The Corcoran is not required to provide all comprehensive accommodations requested by the student. Also, receiving services and accommodations at another college or university does not necessarily qualify students for the same services and accommodations at the Corcoran.

**Process**

Students are encouraged to disclose any disabilities during the first semester at the Corcoran, but can do so at any point while enrolled at the College. Accommodations can only be given after disclosure from the student and will not be applied retroactively. The learning specialist will work with students with disabilities and their instructors to choose the most appropriate accommodations. To be eligible, the student must complete the registration form and a copy of his or her documentation verifying his or her disability to the Office of Student Affairs.

Accommodations are decided by considering the following: student’s Self Report via registration form, interaction with the learning specialist, and formal documentation of disability as reported by a physician, mental health professional, or otherwise qualified service provider. The learning specialist will consider any information (including but not limited to your description of your needs; records of past accommodations and services from high school, other college state or high stakes testing; formal psychological or medical evaluations, letters from past health, education or service providers) when evaluating requests for accommodation. Students must request accommodations every semester while enrolled at the Corcoran. Students are also responsible for requesting their accommodations directly from their course instructors on an as-needed basis once they are formally registered with Disability Services. If you need a test proctor, please provide the learning specialist with one week advance notice, to allow for room scheduling and hiring of proctors.

Examples of possible accommodations the Corcoran can provide are:

- Permission to use an audio recorder, mp3 recorder via Smartphone (student provided), or assisted listening device in lectures
- Handouts of commonly used vocabulary or terms distributed in selected academic classes
- Examination accommodations, including extended time, audio format, low distraction test-setting,
and/or permission to use of a computer for typing
- Preferred seating at lectures
- Residence hall accommodations
- Written instructions for studio assignments
- Provision of sign language interpreters
- Priority registration
- Permission to use books on tape, note-takers (e.g., obtaining a copy of another student’s notes), or other designated learning aids as appropriate and provided by the student
- Referrals to peer tutors and other specialized services inside the Corcoran are made available to all degree students at no cost
- Referrals to professional tutors and other specialized services outside the Corcoran, to be available at the student’s own expense
- Learning Specialist services

NOTE: The Corcoran Downtown Campus has no parking lot and not access to parking.

The ADA does not require colleges to provide personal assistants, individual personal assistants, individual personal tutors, or personal assisted technology. The Corcoran will refer students to agencies that can provide personal assistance whenever possible. BFA programs are full-time and sequential for all four years. 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 and are provided to ensure equal access to the student's instructional program and will not alter the academic standards of the institution, but will ensure that the needs of students with disabilities 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.

V. Career Services

The Office of Career Services’ mission is to equip students and alumni with the knowledge, skills and resources needed to navigate the job market successfully. Career Services offers a variety of services and resources to help students and alumni further their goals in their chosen career paths including:

**Individual Career Counseling**

A career counseling appointment is a great way to start a conversation about what is important to you and explore your options and strategies. Students may schedule individual appointments with the Career Services Specialist by sending an e-mail to careerservices@corcoran.org.

**Internships**

An internship offers experiential learning outside of the classroom in a professional setting. Career Services can help you to secure an internship site and assist you in the registration process.

**Workshops + Programs**

Career Services offers various workshops and special programs on many professional development topics. Additional services include: an up-to-date online job database, grant, competition & residency information, graduate school advising, an extensive library featuring books on hundreds of professional development topics and more.
The Office of Career Services is located at the downtown campus within the Office of Student Affairs. Individual appointments can be arranged by contacting Career Services at careerservices@corcoran.org.

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 materials to support students’ educational endeavors. The Library staff communicates, consults, and collaborates with students and faculty; provides one-on-one reference/research assistance in person, by phone, 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 almost 300 titles, and over 1,400 DVDs and videos. The Library also subscribes to approximately 160 print magazines, newspapers, and scholarly journals, as well as more than 40 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, the Artists’ Books collection, or periodicals.
- Students can borrow Course Reserve items for a four-hour period.
- Undergraduate students can check out books for 28 days or until the last day of the semester, whichever comes first. Books checked out by graduate students will be due on the last day of the semester. DVDs and VHS can be checked out for a seven-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.
- The Library does not charge late fees for books. The late fee for DVDs is $0.50 per day.
• 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. 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 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; any additional copies should be made on the photocopy 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:
   1. Commercial activities, private business, or personal profit.
2. 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.

3. 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.

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:
   1. Attaching externals device to store and transport files, including external hard drive or cameras.
   2. Attaching headphones.
2. Only IT staff members may:
   1. Reconfigure scanners, monitors, printers, or other peripheral devices.
   2. 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
Student Housing

i. Location

Corcoran student housing is located at 2424 Pennsylvania Avenue NW, Washington, DC 20037, midway between the Corcoran’s Downtown and Georgetown campuses. Each apartment is fully furnished to meet bedroom, study, storage, and dining needs. Apartments feature wall-to-wall carpeting, one private, full-sized bathroom and dressing room, and a kitchen with a suite of full-sized appliances, including a refrigerator, gas stove, microwave, and dishwasher. Housing features a specially designed community room reserved for students and an on-site gym with 24-hour access at no additional fee. A laundry room and vending machines are also available on-site. The front desk is staffed 24 hours-a-day and there is secured, underground bicycle storage for Corcoran students. The cost of housing covers all housing costs includes a private telephone number for each apartment with voicemail and unlimited local calls, internet access, basic cable television, heat, air-conditioning, gas, and electricity. The director of housing and resident assistants are available to assist students.

ii. Cost and Fees

Rent for a shared apartment with one or two roommates for the 2013-2014 school year is $10,900. Students will be billed $5,450 in July and November. Because the housing contract for Corcoran students covers the academic year, students are not committed to a 12-month lease. Students are not required to pay an application fee, first and last month’s rent as deposit, or be subjected to a credit check. The lease includes placement for both fall and spring semesters. All students wishing to live in housing must turn in a completed application, a $400 security deposit, and a $250 damage deposit.

If a student should lose their room key, they can contact the building’s front desk staff and they can make you a temporary one time access key for $5 or $10 for a new replacement key. These charges will be deducted from the student’s damage deposit at the end of the year.

iii. Housing Assignments

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

iv. Semester Break and End-of-Year Rules

At the end of the fall semester, students must vacate the building 48 hours after their last class for winter break. Students do not have to move possessions out of apartments; however they cannot enter the building for the duration of winter break. At the end of the spring semester, students must move out of housing 48 hours after their last class. Please see the student calendar for specific dates.

v. Parking

Corcoran housing students have two options for parking: secured, underground parking is available directly below Pennsylvania House on a space-available basis. Students must contact Pennsylvania House’s management company, DC Suites, at (202) 331-5000 for arrangements and monthly payments.
Alternatively overnight, semester-long parking is available only to housing students at the Corcoran's Georgetown campus. The flat fee for 2013-2014 is $175 per semester.