

# ArtCenter 2024-2025 Student Handbook



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# Introduction

Welcome to our vibrant and dynamic community. You will experience an enriching student life filled with opportunities to grow creatively, intellectually, and personally.

This handbook outlines your rights and responsibilities as a member of the ArtCenter community. It empowers you to thrive while holding you accountable to the shared values that ensure a collaborative and creative space. Every student is expected to uphold high academic integrity, professional conduct, and mutual respect, contributing to an environment where everyone can flourish.

At ArtCenter, we are committed to fostering an inclusive and holistic environment.

## Student Support Services

### Access for the Physically Challenged

ArtCenter complies with all state and federal laws regarding access for persons with disabilities. Ramps and elevators are provided as necessary throughout campus. Any disabled student who encounters difficulty accessing any facility on campus should notify the Student Disability Services Coordinator in the Center for the Student Experience at 626 396-2396. The Student Disability Services Coordinator and the Director of Facilities will work together to ensure that no student is denied access to any ArtCenter facility because of the student's disability.

### CARE (College Assessment, Response, and Evaluation)

CARE is an ArtCenter wide initiative that provides outreach to students who are demonstrating signs of behavioral, emotional, and/or academic distress.

The CARE Team at ArtCenter aims to ensure students' safety and well-being in our campus community and foster a productive and working atmosphere through incident assessment, support, educational initiatives, and intervention strategies.

The CARE Team at ArtCenter proactively addresses student challenges and mitigates their impact on students' personal, academic success, and health concerns. They review, assess, and respond to such issues to support and empower at-risk students through collaboration with campus departments, faculty, and staff.

Submit a CARE Referral [Here](#).

### When to Contact Campus Security

CARE referrals are not monitored 24/7 and will not initiate an immediate emergency response. If the concern is urgent in nature and requires immediate follow-up, please contact Campus Security at 626-396-2211 or go to the main reception desk located in each building. Campus Security will evaluate the situation and determine if Pasadena police or other emergency responses are required.

If off-campus, please call 911.

You can also contact the following crisis lines:

- National Hotlines: 988 and 1-800-273-TALK (1-800-273-8255)
- Didi Hirsch 24-hour Crisis Line: 1-877-727-4747 (for Spanish, dial 1-800-628-9454)
- LGBTQ – The Trevor Lifeline: 1-866-488-7386
- Crisis Text Line: Text HELLO to 741-741

### Frequently Asked Questions (FAQ)

#### Who sees my report?

Generally, your CARE report will be viewed by members of the CARE Team, which consists of various campus stakeholders, such as Academic Advising, Campus Counseling, Center for Student Experience, Campus Security, Title IX, and other offices as deemed appropriate. Please note that FERPA and HIPAA guidelines are always adhered to.

#### Can I remain anonymous?

The reporter can choose to remain anonymous, but we find it helpful to have your information so that we can ask follow-up questions to get clarity on situations. While we strive to protect the privacy of all involved parties, we cannot guarantee that the reporter will remain anonymous if your information is listed on the CARE form.

### What should I include in my report?

When describing concerning behaviors, be specific, including relevant context, past behaviors, quotes, and so on. Include the name(s) of the involved parties, an ID number, a detailed account of the concerning behavior(s), relevant documents, photos, etc., and any contact information you may have (ArtCenter email address, phone number, etc.). Any information you provide will help!

### What happens after I report?

Following the report, the CARE Team will conduct an assessment, and a team member will reach out to the [student](#) as needed to provide support and connect them with campus and community resources. This can look different depending on the reason or area of concern but will generally result in a meeting to review resources and services. Should a CARE report come in about a disruptive student, a member of the CARE team will reach out to the student, have an educational conversation about their behavior, and try and connect them to services on campus that might be causing their behavior. Due to FERPA and HIPAA guidelines, we may not always be able to disclose the outcome of a situation. Furthermore, we make every effort to contact and support students of concern, but we may not receive a response from them.

### How should I handle a disruptive student in class if the incident occurs after 4:30 p.m.?

The faculty has primary responsibility for managing the classroom environment. A faculty member may direct students who engage in disruptive behavior to leave the classroom for the remainder of the class period. Should the faculty require additional assistance after 4:30 pm, they should contact security and [file a BIT report](#).

### Should I submit a CARE report if the student is already seeing a therapist and/or psychiatrist?

Yes, although the student's engagement with mental health services is beneficial, completing a CARE report guarantees the college's awareness of any potential risks to

the student's safety and well-being. Having a CARE report on file allows the college to be proactive in offering support if the student's condition or circumstances change.

### I was asked to meet with a member of the CARE Team, am I in trouble?

CARE is here to provide you with support and introduce you to campus and community resources that may be helpful in navigating your college experience. This is not a punitive process. We are here to help!

### Are CARE meetings confidential?

We take great care to protect the privacy of all students and do not disclose information unless there is a legitimate educational reason for doing so. According to federal law, CARE Team members are mandatory reporters. CARE Team members are required to disclose incidents of sexual assault, interpersonal violence, sexual harassment, hostile environments, and threats to the campus community.

### A student has failed my class, should I communicate this with them?

Yes. We strongly recommend that any communication regarding a class grade's status come directly from the faculty member. We are happy to offer additional advice and support to the [student](#), but we should not be the first to communicate this information to them.

### Should I speak with a student before submitting a CARE report?

Yes, it is advisable to initiate communication with the students first. The CARE Team will manage all incoming reports, but we find that students are more open to discussions with faculty or staff they have preexisting relationships with.

### Who is on the CARE Team?

- Academic Advising  
Academic Affairs  
Campus Counseling

Campus Security  
Center for Student Experience  
Employee Experience and Engagement  
Title IX  
Center for Diversity, Equity, and Inclusion

## Career and Professional Development

Career and Professional Development (CPD) assists students in developing the professional skills they need to meet their goals—for internships, first jobs, career moves, freelancing and funding an artistic practice. The office offers one-on-one sessions with a career advisor, workshops, online resources and programs with leading artists and designers who visit campus.

### Career Advising

Do you

- need to build your first resume or work on a cover letter?
- want help building your professional network with outreach?
- need to build your interview skills with a mock interview?
- want to work on how your portfolio presents your skills to employers?

Are you ready to

- start looking for internships and need to make a plan?
- develop and hone your job search strategy?

[CPD's Career Advisors](#) are here to help you! CPD currently offers in-person and virtual appointments (via Zoom) as well as email reviews.

### ArtCenter Connect

[ArtCenter Connect](#) is the college's online career platform. If you're a student, you already have an account.

Things you can do on ArtCenter Connect:

- Schedule a [Career Advising](#) appointment.
- Search Job and Internship Listings.
- [Register your internship](#) for school credit.
- Access [GoinGlobal](#), an international job board and job search guide.
- Learn about and RSVP for CPD events. View past recorded events on our [Workshops & Career Chats](#) page.

## Resources

Visit these topics on CPS's [Resource Website](#):

- [Build Your Creative Professional Basics](#)
- [Create Your Online Presence](#)
- [Design Your Creative Job Search](#)
- [Navigate Your Fine Art Career](#)
- [Prepare for Interviews](#)
- [Build Your Creative Community](#)

## Mentorship Program

This exciting program is offered each Fall term and pairs ArtCenter students with professional creatives for an exchange of ideas about work, creativity, and life.

For more information and to access the application: <https://www.artcentercpd.com/mentorship>

The application period is open at the beginning of each Summer term.

Applications are open to all ArtCenter students, undergraduate and graduate. Applications must clearly state defined professional goals for the mentorship program. It must include a developed portfolio with current work that supports those goals. For most undergraduate students, this will require a full year of completed coursework at ArtCenter.

## Center for Advising and Academic Success

### Mission

The Center for Advising and Academic Success, in partnership with the educational departments, provides guidance to students through quality interactions that result in the development of informed educational plans leading to the fulfillment of their educational and personal goals.

The Academic Advising team is available to meet with new and continuing undergraduate students who have non-major advisement questions, and with students who are experiencing academic difficulty. It is recommended that students seek advisement from their advisors at least once a term.

Academic Advisors are available for advising appointments Monday–Friday from 9 a.m.–4 p.m., and offer evening advising hours on Monday, Wednesday and Thursday from 9 a.m.–7 p.m.

Academic Advising at ArtCenter is a collaborative process between the student and their advisor(s). The advising

partnership is defined by a shared set of responsibilities and requires that both the advisor and advisee (student) are active participants in the advising relationship.

## Types of Advising Appointments

- Incoming Student Meeting (First term of enrollment at ArtCenter): First appointments include an overview of degree requirements (course, unit, and GPA requirements), the creation of an educational plan, introduction to campus resources, and the development of short and long-term goals.
- Degree Progress Check: This is a great opportunity to check on your academic progress. We recommend seeing your academic advisor at least once a term to review your degree audit report and address any advising questions/concerns you may have.
- Unofficial Graduation Evaluation: Once students have completed 90 units or more of their degree program, they can schedule an unofficial graduation evaluation. An academic advisor will thoroughly review your degree audit report and create a list of your remaining course, unit, and GPA requirements. You will use this information to discuss your final degree requirements with your major advisor and/or Enrollment Services.
- Academic Probation: Students who have received notification of academic probation must schedule a meeting with an academic advisor. Students should refer to their ArtCenter email for specific requirements.
- Other: Students can select 'other' if the appointment option you are searching for is not available, or if you are unsure which appointment type to select. Please include a note detailing what you would like to cover in your advisement meeting.

## Scheduling System

Appointments can be booked up to 30 days in advance through [AdvisorTrac](#). Please take a moment to review the "[how to make an online appointment](#)" video or view a step-by-step guide [here](#).

Zoom links for confirmed advising appointments can be accessed from the [AdvisorTrac homepage](#) on the day of your meeting. If you are currently in a different time zone, use this [time zone converter tool](#) to help accurately schedule your meeting.

Once you have successfully booked an appointment, you will receive a confirmation email. You are able to cancel/reschedule your appointment if necessary, but we ask that you do so at least 24 hours prior to our meeting time (when possible).

Advising appointments are available online and in-person. Information and resources can be found on the Advising and Academic Success [Inside page](#). Contact [advising@artcenter.edu](mailto:advising@artcenter.edu) for more information.

## Chosen Name and Gender Policy

### Purpose

To inform members of the ArtCenter community of their individual right to designate a chosen name and gender for use in internal college systems.

### Scope

This policy applies to all ArtCenter community members.

### Policy Statement

ArtCenter (the College) seeks to provide an inclusive and non-discriminatory environment by making it possible for students and employees to use a chosen first name on internal college systems when a legal name is not required. The College recognizes that many students and employees choose to use a first name and/or gender identity that may differ from a legal name or assigned gender, whenever such designations are not absolutely necessary, limited by technology, or required by law.

### Policy

It is the policy of ArtCenter that any current student or employee may choose a first name in addition to the legal name within the College's internal information systems. The chosen first name shall be used in College communications and reporting, except where the use of the legal name is required. Similarly, any current student or employee may choose to identify a gender for internal use, except where the use of a previously assigned gender is required.

### What is a chosen name?

A chosen first name is a first name that is different from one's legal name. Examples of persons who might choose to designate a different first name may include international persons who may wish to use an American name, or transgender individuals who may choose to use a name that aligns with their gender identity.

### Must everyone designate a chosen name or gender?

No. Designating a chosen name or gender is completely optional.

## Display of Chosen Name/Gender

Chosen names and genders will be used solely for ArtCenter's internal systems; external systems will continue to use the individual's legal name. Preferred name will appear, as appropriate, on internal college records, such as:

- ID badges
- Class schedules
- Rosters
- Attendance sheets
- Grade reports
- Grade submissions
- Academic records
- Directories
- Course evaluations
- Performance evaluations
- Departmental third-party systems
- ArtCenter assigned email addresses

An individual's legal name must appear on external records, such as:

- Applications for admission or employment
- Enrollment verifications
- Transcripts
- Diplomas
- Financial aid documents
- Visa documents
- Licensures
- W-2 forms
- Insurance Documents
- Paychecks/Reimbursements
- I-9 Forms
- International records (such as I-20 and visa documents)
- Records submitted to a government office (for example, applications for social security numbers)
- Test scores (TOEFL, SAT, ACT, ILTESE, etc.)
- Tax forms
- AP Scores (transfer score reports)

## Designating Your Chosen Name/Gender

This policy allows individuals to change their name in internal ArtCenter databases. Choice of a first name must be appropriate and cannot be an attempt at misrepresentation or fraud. Choice of a preferred last name is not permitted.

Please note: When changing your name, please consider all implications and situations in which you will be using your chosen name/gender and whether or not you will need to be consistent on all records and forms of identification. If you want to change your chosen name/gender for any reason, you may do so.

There may be situations in which individuals will be asked to clarify their chosen name versus their legal name. For example, during official interactions with campus security, local law enforcement, verification of employment/financial/educational/medical records, or other similar reasons.

Please note: ID badges displaying an individual's chosen name will be issued at no cost at the first request. Subsequent cards will be issued for a fee of \$15.

## Using a Chosen Name/Gender When Addressing a Student or Employee

When addressing a student or employee who has designated a chosen name and/or gender, please use their chosen name and/or gender in all oral and written communication (except on documents requiring use of their legal name).

If you have designated a chosen name/gender and someone mistakenly refers to you by your legal name, simply remind them that you wish to be addressed by your preferred name/pronoun.

## Legal Name Change

Changes to external records require a legal name and/or gender change. Students who have changed their legal name should notify Enrollment Services. Employees who have changed their legal name should notify Human Resources. Once a legal name and/or gender change has been secured, documentation must be provided to Enrollment Services (in the case of students) or Human Resources (in the case of employees) and campus directories will be updated with the legal name and/or gender change.

For more information on how to secure a legal name change please visit: <https://selfhelp.courts.ca.gov/name-change/name-adult>

## Requesting a Chosen Name and/or Gender

Students (in degree programs) – Please contact Enrollment Services

Employees – Please contact Human Resources

Extension Students – Please contact ArtCenter Extension

Questions regarding this policy may be directed to:

Human Resources, [hr@artcenter.edu](mailto:hr@artcenter.edu), 626 396-2470

## Counseling

Confidential mental health counseling is available for all currently enrolled students free of charge. Appointments are available between 9:00 a.m. – 5:00 p.m. Monday through Friday. Students are eligible for up to five therapy sessions each term, following the initial intake appointment. Our counselors are licensed mental health clinicians.

To schedule a counseling appointment or consultation, please contact the CSE at 626 396-2323 or complete this appointment request form. Note: Counselors do not access this account 24/7, so if you need to see a counselor urgently please call during business hours noted above. Due to the Coronavirus pandemic, we are providing telehealth services. Students must be residing in California in order to receive counseling services.

The Center for the Student Experience (CSE) office can also provide referrals for off-campus counselors and psychiatrists that are covered by ArtCenter's student health insurance.

For after-hours/weekend emergencies, please call 877 7-CRISIS.

## Creativity and Time Management

With a range of responsibilities and obligations to juggle and a number of relationships to build, time management skills are important to your success at ArtCenter and in the field.

ArtCenter offers one-on-one meetings with a creativity and time-management coach every day throughout the term who helps students organize their schedules, generate ideas, improve academic success and learn to tap into their creative impulses. This service is offered for free to all students regardless of your term level or major.

### Time Management

Review the importance of time management and how it can improve your overall success at ArtCenter and in your personal practices and lives. If you would like to design a doable, realistic work plan customized to function specifically for you, Jay will guide you to optimal results.

## Creativity Coaching

Access your creative impulses more quickly for any type of assignment. Learn more, achieve higher grades and keep doing those things that keep you feeling good. To discover how to access your own unique creative ideas or concept for any assignment in any major most quickly, Jay asks you a couple of very simple questions, which trigger your creative impulses instantly, and you've learned how to do this whenever you want for immediate results.

## Contact Information & Location

For Appointments:

- Phone: 626-353-6300
- Email: [jay.chapman@artcenter.edu](mailto:jay.chapman@artcenter.edu)

Meeting Days and Times:

Individual phone or Zoom meetings 7 days a week from 10:00 AM to 5:00 PM PST.

## CSE

The Center for the Student Experience (CSE) manages student health insurance, offers leadership programs, provides international student services, supports student clubs and organizations, arranges out of classroom activities and handles student conduct issues and grievances. Find out more about CSE and how to contact the appropriate person on their [Inside](#) page.

## New Student Orientation

The full orientation program integrates all offices and academic departments, as well as student leaders, incoming students and their families. Orientation addresses the following topics linked to student success: knowledge of services and academic rigor, policy and procedure, financial literacy, social networking and integration, diversity, technology, experiential learning, time management, intrapersonal and interpersonal skills and communication skills.

Visit the [New Student Orientation](#) page for more info on tasks, navigation guides, and welcome week activities.

For more information on resources, services, and policies please visit ArtCenter's [Student Resource Hub](#).

## Health Insurance

ArtCenter provides health insurance for all students enrolled in degree programs, whether full-time or ArtCenter



Lite, through Aenta Student Health. Details about coverage, off term coverage and the following topics can be found on the Student Health Insurance page.

[2023-2024 Plan Year](#)  
[Dental and Vision Coverage](#)

To print your insurance ID card and access information and benefits, visit the [ArtCenter Aetna](#) website. All you need is your student ID and your date of birth.

The [student health insurance](#) plan is a benefit of the College and may not be waived. If you have an existing insurance policy, the [student health insurance](#) plan becomes primary. Students with a dependent (spouse, child, or domestic partner) may apply for dependent coverage at <https://artcenter.mycare26.com/>. Dental and vision coverage is not included but may be added for an additional cost.

## Classroom Accommodations

ArtCenter complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs and activities of the College.

Students who require disability-related accommodations (academic adjustments and/or auxiliary aids) are encouraged to contact the CSE immediately upon acceptance, after being diagnosed with a disability, and each semester that they are enrolled. For questions regarding student disability support, required documents and the student disability policy, please see the [Student Disability Services](#) page or email [CSE@artcenter.edu](mailto:CSE@artcenter.edu).

## Housing Resources

Although ArtCenter does not offer on-campus housing, we have a number of resources to help incoming students locate acceptable living accommodations. Feel free to access the off-campus housing website and other resources, but please note that ArtCenter does not investigate the quality or safety of the housing options available on these websites, nor does we get involved in disputes between landlords and students. Please see the Housing Resources block on the right hand side of this page for more information.

Visit the [Housing Inside](#) page for more info and direct links.

For questions regarding housing visit the Center for Student Experience, email [housing@artcenter.edu](mailto:housing@artcenter.edu) or call 626 396-2323.

## Disability Policy

Student Disability Services Coordinator 626 396-2323 <a href="mailto:cse@artcenter.edu">cse@artcenter.edu</a>	Center for the Student Experience 626 396-2323 <a href="mailto:cse@artcenter.edu">cse@artcenter.edu</a>
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[Americans with Disabilities Act Information](#)

ArtCenter complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs and activities of the College.

Students who require disability-related accommodations (academic adjustments and/or auxiliary aids) are encouraged to contact the CSE immediately upon acceptance, after being diagnosed with a disability, and each semester that they are enrolled. For questions and required forms, please visit CSE on Inside ArtCenter, contact the Student Disability Services Coordinator or email [CSE@artcenter.edu](mailto:CSE@artcenter.edu).

## ArtCenter Disability Policy

ArtCenter College of Design complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs and activities of the College.

It is the policy of the College that otherwise qualified students who have disabilities shall be given reasonable accommodation, including academic adjustment and auxiliary aids where appropriate, to ensure access to the College's overall educational program. Individual students shall receive reasonable and necessary accommodation, including adjustment and aids, based on specific information and assessment data provided by a qualified professional. Students with disabilities should not wait until they are struggling with course work or facing academic probation before notifying ArtCenter of their disability and seeking special accommodations. The Student Disability Services Coordinator should be notified of disabilities and requests for accommodations by the student as soon as he or she is admitted, or as soon as the student's need for accommodations becomes known to the student.

## Definitions

A person with a disability is any person who:

1. has a physical or mental impairment which substantially limits one or more major life activities,
2. has a record of such impairments, or
3. is regarded as having such impairment.

An otherwise qualified person with a disability is an individual with a disability who meets the academic and technical standards requisite to admission and participation in the College's educational program and activities.

## Admission

The College does not discriminate or give preference based on disability. Information provided by an applicant during the admissions process concerning his or her disability shall be provided on a voluntary basis and shall be kept in accordance with state and federal laws regarding confidentiality.

## Documentation of the Disability

Applicants who wish to have their disability considered as a factor in the admissions process must identify the disability and provide an explanation of why it is relevant at the time of application. If the applicant wishes the disability to be considered, it may be necessary for the applicant to provide appropriate documentation of the disability. It is the responsibility of applicants to inform those who write letters of reference on their behalf if they want the letters of reference to mention their disability.

## Reconsideration

It is not the College's practice to reconsider applications that have been rejected, unless there was information that was not available at the time of the application through no fault of the applicant. For that reason, applicants are advised to make the disability known at the time of application if they wish to have the disability taken into account in the application process. In some cases, it may be necessary for the applicant to provide documentation verifying the disability.

## Information on the Disability Retained in Applicant's File

Information regarding a disability that is disclosed as part of the admissions process will be used by the College for admissions purposes only. Notification to the Admissions office does not constitute notification to the College for the purpose of requesting accommodations. Information regarding a disability and letters of reference are retained in the Admissions office for one year.

Applicants who do not need accommodations during the application process, but who anticipate the need for accommodations during their education, do not need to submit a request for accommodations until after admission to ArtCenter. At such time that the student is admitted, he or she should contact the Student Disability Services Coordinator to begin the accommodation process. Students are encouraged to meet with the Coordinator during the term prior to enrollment.

## Responsibilities of Students

### Identifying the Need for Accommodations

Students with disabilities requiring accommodations must make those needs known to the Student Disability Services Coordinator at the beginning of the start of each new term. Students are responsible for making their needs known in a timely fashion and for providing current documentation for the review process.

In appropriate cases, evaluations may also need to be provided. It is in the student's best interest to make these arrangements with as much lead time as possible, as this will ensure that any accommodations determined necessary can be arranged prior to the beginning of the term. Please contact the Student Disability Services Coordinator for forms and deadline information.

Students not requiring accommodations do not need to make their disabilities known. The information on a student's disability and accommodations is treated as confidential information under applicable federal and state laws and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty members informed of a disability only receive information regarding accommodation at the student's request and are advised that this information is confidential.

In cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make a request to the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request to the Student Disability Services Coordinator.

## Accommodations

The College will provide reasonable accommodations, including academic adjustments and auxiliary aids, in a timely manner to ensure that students with disabilities have access to the College's services, programs and activities. Accommodations will not be provided if they fundamentally alter the nature of the course or program, or if they would be unduly burdensome either financially or administratively. In general, the Student Disability Services Coordinator will

request professional documentation, verify the disability, identify reasonable accommodations and inform a student's faculty members of the reasonable accommodations required. The faculty member will review the accommodations recommended and, if needed, verify understanding and agreement with the Student Disability Services Coordinator or student. Students requesting accommodations should identify their needs as early as possible to the Student Disability Services Coordinator, as this will ensure that any needed accommodations can be arranged prior to the start of the term.

While attending the College, students are not required to disclose information about the nature of their disability to faculty members. In fact, this information is kept confidential unless the student elects to share the specifics of their disability on their own or the student signs an authorization for a release of information, requesting information sharing with another person or organization.

## Verification of Physical or Psychological Disability

A student with a physical or psychological disability must provide professional verification documentation certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist or other professional health care provider who is qualified in the diagnosis of the disability, is not related to the student and is not an employee of the College. The verification documentation must reflect the student's present level of functioning of the major life activity affected by the disability. The assessment must provide data that supports the request for the particular adjustment sought.

The student shall provide the verification documentation to the Student Disability Services Coordinator. The cost of obtaining the professional documentation shall be borne by the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, ArtCenter shall have the discretion to require supplemental assessment of a physical or psychological disability. The cost of and responsibility for the supplemental assessment shall be borne by the student.

## Verification of Learning Disability

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. The cost of and responsibility for obtaining the professional verification shall be borne by the student.

Documentation verifying the learning disability must:

1. Be prepared by a professional qualified to diagnose a learning disability, including, but not limited to, a licensed physician, learning disability specialist or psychologist who is neither related to the student nor is an employee of the College.
2. Include the testing procedures followed, the instruments used to assess the disability, the test results and a written interpretation of the test results by the professional.
3. Reflect the individual's present level of academic functioning.
4. Reflect the individual's present level of functioning in the areas of aptitude and processing skills.

The assessment must provide data that supports the request for the particular academic adjustment sought. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at his or her expense.

If the College requires an additional assessment for purposes of obtaining a second professional opinion, as opposed to a supplemental assessment, then the College shall bear any cost not covered by any third-party payer.

## Verification of Temporary Disability

Students seeking accommodations based on a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions, is not related to the student and is not an employee of the College. The assessment of documentation of the disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining the professional verification documentation shall be borne by the student.

If the initial documentation is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, ArtCenter shall have the discretion to require supplemental assessment of the temporary disability. The cost of the supplemental assessment shall be borne by the student.

## Academic Dismissal and Readmission

Academically dismissed students sometimes raise disability as the basis for the academic difficulty. The burden

is on the student to clarify why the disability was not brought to the attention of the administration if it was not previously, to explain why accommodations were not requested, or to explain why provided accommodations were not adequate. Please note that regardless of whether or not a student requests accommodations, he or she is required to meet all academic standards and maintain satisfactory academic progress.

## Course Waivers or Substitutions

Students with documented disabilities may request waivers or substitutions of course requirements that they believe to be an insurmountable barrier due to their disability. Documentation must be provided to the Student Disability Services Coordinator and will be reviewed to determine qualification. Students requesting course waivers/substitutions will need to demonstrate that even with well-tailored accommodations (e.g., extended time, calculator use and assignment adjustments), successful completion of the course's requirements would not be possible.

If the student is asking for a course waiver/substitution of a Humanities and Design Sciences requirement, the Student Disability Services Coordinator will act as facilitator and work with the Chair of Humanities and Design Sciences or designee, who will determine whether the course waiver/substitution would fundamentally alter the nature of ArtCenter's course requirements. If the course in question is deemed fundamental to the degree, the request will be denied. If the course is deemed not fundamental to the degree, the request will be granted. Where a substitution is granted, the aforementioned Chair will choose which course(s) would be an adequate substitute.

If the student is asking for a course waiver/substitution of a major requirement, the Student Disability Services Coordinator will act as facilitator working with the Department Chair or designee, who will review the student's request. If the course in question is deemed fundamental to the student's major, the request will be denied. If the course is deemed nonessential, the request will be granted. Where a substitution is granted, the Department Chair will choose which course(s) would be an adequate substitute.

## Grievances

Students who request disability-related accommodations from faculty or staff members—after having been granted such accommodations by the Student Disabilities Services Coordinator—and who believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should bring this matter to the attention of the Student Disability Services Coordinator. If the Student Disability Services Coordinator is unable to resolve the

matter informally, or the student is dissatisfied with the resolution, the student may pursue a grievance through the College's grievance procedures process. Please refer to the Student Grievance Policy for additional information.

For additional support, the student may contact the College's Americans with Disabilities Act compliance officer in the Human Resources department at 626.396-2270.

The student may also contact the U.S. Department of Education, Office of Civil Rights, San Francisco, California, at 415 556-4275 to file a disability grievance at any time in the process.

## Requesting Accommodations

Provide a copy of your documentation to the Student Disability Services Coordinator. For new students, documentation should be received as soon as possible after the student receives his or her acceptance to the College, or as soon as he or she is diagnosed with a disability. The process for arranging and receiving accommodations can be lengthy; the sooner the student contacts the Student Disability Services Coordinator, the more likely it is that accommodations can be arranged prior to the start of the term.

To schedule an appointment with the Student Disability Services Coordinator, please call the Center for the Student Experience at 626 396-2323.

If the student has already registered for classes, he or she should bring the class list to this meeting.

## General Guidelines for Documentation of a Disability

In order to fully evaluate requests for accommodations or auxiliary aids, ArtCenter will need documentation of the disability consisting of an evaluation by an appropriate professional and describing the current impact of the disability as it relates to the accommodation request. All contact information and documentation received is kept in separate confidential files by the Student Disability Services Coordinator. Documentation is used to evaluate requests for accommodation or auxiliary aids. The evaluation process includes a review of the documentation itself and the context of documentation on the fundamental goals and essential standards of the program, course, service or benefit in question.

The evaluation process will generate a list of potentially reasonable accommodations that will be reviewed based on potential effectiveness, preferences of the requester, maximum level of integration and the potential for an undue financial or administrative burden.

The guidelines below were developed to assist students in working with their treating health care professional(s) to prepare the information needed to evaluate the request for accommodations:

- - For individuals who have recently been receiving services from a public school system, the information requested would most likely be contained in the psycho educational evaluation from their most recent review. Some of the information may also be contained in an IEP 504 Plan or Transition Plan; however, the IEP and 504 Plan are considered supplementary. This information must be requested separately from high school transcripts.
  - For individuals transferring from another college, information related to their disability will not be sent with a transcript request. That information must be requested separately. Additionally, the information requested by ArtCenter may or may not have been a part of their previous college's evaluation process. Check the information against the following guidelines.
  - As appropriate to the disability, documentation should have:
- A diagnostic statement identifying the disability, the date of the current diagnostic evaluation and the date of the original diagnosis. The diagnostic systems used by the Department of Education, the State Department of Rehabilitative Services or other state agencies, and/or the current editions of either the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM) or the International Statistical Classification of Diseases and Related Health Problems (ICD) from the World Health Organization are the recommended diagnostic taxonomies.
- A description of the diagnostic criteria and/or diagnostic test used. This description should include the specific results of diagnostic procedures and diagnostic tests utilized. When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available, the mean, standard deviation and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that a professional colleague can understand their role and significance in the diagnostic process.

- A description of the current functional impact of the disability. The current functional impact on physical, perceptual, cognitive and behavioral abilities should be described either explicitly or through the provision of specific results from the diagnostic procedures. Currency will be evaluated based on the typical progression of the disability, its interaction with development across the life span, the presence or absence of significant events (since the date of the evaluation) that would impact functioning, and the applicability of the information to the current context of the request for accommodations.
- A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side effects that may impact physical, perceptual, behavioral or cognitive performance should also be noted.
- A description of the expected progression or stability of the impact of the disability over time. This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs for reevaluation.
- Information describing the certification, licensure and/or the professional training of individuals conducting the evaluation. The individual providing the evaluation should be licensed for practice in the United States and should not be a relative or family member of the individual who was evaluated.

Beyond the six elements expected to be included in documentation, recommendations for accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services will be considered.

Based on the context of the diagnostic evaluation, recommendations for specific accommodations, adaptive devices and/or assistive services that may ameliorate the functional impact of the disability and provide fuller access should be described. As appropriate, recommendations for collateral medical, psychological and/or educational support services or training that would be beneficial may also be included.

Recommendations from professionals with a history of working with the individual provide valuable information for the review process. They will be included in the evaluation of requests for accommodation and/or auxiliary aids. Where such recommendations are congruent with the programs, services and benefits offered by the College, they will be given deference. When recommendations go beyond

services and benefits that can be provided by ArtCenter, they may be used to suggest potential referrals to area service providers beyond the College.

Any student with a professionally verified disability that manifests in an educational limitation meets eligibility guidelines.

## International Students

In addition to meeting with the Student Disability Services Coordinator, international students requesting accommodations must meet with the International Student Advisor to discuss immigration issues and to have any medically authorized reduction in course load documented on the student's SEVIS I-20.

## Access for the Physically Challenged

ArtCenter complies with all state and federal laws regarding access for persons with disabilities. Ramps and elevators are provided throughout campus. Any student with a disability who encounters difficulty accessing any facility on campus should notify the Student Disability Services Coordinator at 626.396.2323. The Student Disability Services Coordinator and the Director of Facilities will work together to ensure that no student is denied access to any ArtCenter facility due to a disability.

## FAQ

### What is ArtCenter's philosophy regarding disability support?

It is ArtCenter's philosophy that otherwise qualified students who have disabilities shall be given reasonable accommodation, including academic adjustment and auxiliary aids where appropriate, to ensure access to ArtCenter's educational programs.

### What is the definition of a person with a disability?

There are two definitions that are used by ArtCenter.

1. A person with a disability is any person who: (a) has a physical or mental impairment which substantially limits one or more major life activities; (b) has a record of such impairments; or (c) is regarded as having such impairment.

2. An otherwise qualified person with a disability is an individual with a disability who meets the academic and technical standards requisite to admission and participation in the college's educational program and activities.

### What is considered a major life activity?

Examples of major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Other examples of major life activities include sitting, standing, lifting, and mental and emotional processes such as thinking, concentrating, and interacting with others.

### What is an impairment?

An impairment is a physiological disorder affecting one or more of a number of body systems or a mental or psychological disorder. The following conditions are not impairments: 1) environmental, cultural, and economic disadvantages, 2) homosexuality and bisexuality, 3) pregnancy, 4) physical characteristics, 5) common personality traits, and 6) normal deviations in height, weight, or strength.

### When is an impairment considered to be substantially limiting?

An impairment is substantially limiting if it prohibits or significantly restricts an individual's ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity.

### What is the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act?

The Americans with Disabilities Act (ADA) and Rehabilitation Act of 1974 are federal civil rights anti-discrimination laws that protect people with disabilities. They give federal civil rights protections to individuals with disabilities. They guarantee equal opportunity for individuals with disabilities in state and local government

services, public instructions that received federal aid (including student financial aid), public accommodations, employment, transportation, and telecommunications.

### What do I do if I have a disability and need accommodations?

Schedule an appointment with the Student Disability Services Coordinator by calling 626 396.2323 or emailing [cse@artcenter.edu](mailto:cse@artcenter.edu). The Student Disability Services Coordinator will provide needed forms and information about deadlines and documentation during this appointment. Please see the Disability Policy section of the Student Handbook for information on required documentation criterion.

If you have a disability and don't require accommodations, then you do not need to schedule an appointment with the Student Disability Services Coordinator or disclose your disability status.

### When should I contact the student disability services coordinator to request needed accommodations?

You should contact the Student Disability Services Coordinator as soon as possible after being admitted to ArtCenter or after being diagnosed with a disability. It is in the best interest of the student to make arrangements with as much lead time as possible, as this will ensure that any accommodations determined can be arranged prior to the beginning of the term or before too much of the term elapses without needed accommodations for academic success.

### Am I required to disclose my disability status to receive accommodations?

Yes. You are required to disclose your disability status and provide professionally verified documentation to the Student Disability Services Coordinator to receive accommodations. Please see the Disability Policy section of the Student Handbook for information on required documentation, and documentation criterion.

### Are there limitations to disability-related accommodations?

Yes, there are limitations. Reasonable disability-related accommodations will be provided, given the accommodations requested do not fundamentally alter the nature of the course or program, and the accommodations are not unduly burdensome, either financially or administratively.

### If I receive disability-related accommodations, what will it cost?

The cost of obtaining the professionally verified documentation and any supplemental assessment documentation shall be borne by the student. All reasonable accommodation granted by the Student Disability Services Coordinator and associated costs will be borne by ArtCenter.

### What are some typical disability-related accommodations?

Each student and their disability are handled on a case-by-case basis and may not have the same outcome, even if similar disabilities are present. With that said, there are no typical accommodations. Some commonly requested accommodations are: 1) assistance with class locations, physical access assistance, electronic scanner access, extended time on assignments and exams, and note takers. Requested accommodations must be indicated in professionally verified documentation.

### Where can I find the entire ArtCenter disability policy?

Students will be given a copy of the policy during their initial appointment with the Student Disability Services Coordinator.

### Will my disability and documentation be shared with anyone?

Student disability status, medical histories, files and documentation are kept confidential, and are only shared

with others on a need-to-know basis, and require the student to sign a “release of information” form prior to information sharing. This includes letters provided to faculty members requesting accommodations, which do not disclose the specifics of the student’s disability, but rather that the student is covered by law and what accommodations have been granted.

### What do I do if I experience disability-related discrimination or needed accommodations are not provided by faculty or staff?

Contact the Student Disability Services Coordinator for information on resolutions and the grievance procedures. If requested accommodations are not being provided, the Student Disability Services Coordinator will work with that faculty or staff member to make sure that the granted accommodations are provided.

### What do I do if I'm an international student with a disability?

Aside from your required meetings with the International Advisor, you will want to meet with the Student Disability Services Coordinator to discuss needed accommodations. Professionally verified documentation from international students needs to be translated into English prior to being given to the Student Disability Services Coordinator, and needs to meet all the same requirements of documentation required of American students. International students should note that not all accommodations received aboard may be granted.

### What do I do if I'm having physical access problems on campus?

Contact the Student Disability Services Coordinator with the problem, and s/he will work with the Facilities Department, Director of Environmental Safety and come to a resolution regarding the access issue.

### What do I do if I have a temporary disability?

Contact the Student Disability Services Coordinator for information on required documentation regarding temporary disabilities. You will need to schedule an appointment with the Student Disability Services

Coordinator to discuss your documentation and possible accommodations that can be made. Disabilities are considered temporary if they are no longer than 60 days in duration.

## Financial Emergency Aid Team

Representatives from Financial Aid; the Center for Diversity, Equity and Inclusion; Accounting; the Title IX Office; and the Center for the Student Experience will investigate solution options to provide one-time or temporary financial assistance to individual students who are experiencing severe, economic hardship and/or urgent unplanned emergencies affecting personal finances. Students who need information about possible financial emergency aid should email [FEAT@artcenter.edu](mailto:FEAT@artcenter.edu) (all email inquiries will be handled confidentially).

### Scope of Service

All student cases will be reviewed on an individual basis, and all students may apply for financial emergency aid. Prior applications or awards of any type of financial aid may be considered by the Financial Emergency Aid Team, but should not prevent any student inquiry and might not be deciding factors. Funding for any financial emergency aid may come from donors, or from the College's operating budget (which is derived from other students' tuition and fees). Therefore, funding sources will be limited and there is no guarantee that any or all financial emergency needs will be met. Financial Emergency Aid will most often be provided as small one-time grant awards (will not have to be paid back to the College). Financial Emergency Aid awards will not be added to a student's expected income contribution for future financial aid considerations, but might be considered reportable income for U.S. tax purposes.

### Housing Insecurity

If a student is experiencing severe economic hardship resulting in housing insecurity, we encourage them to contact the FEAT at this confidential email: [FEAT@artcenter.edu](mailto:FEAT@artcenter.edu). The team will respond as quickly as possible, arrange a meeting to review the student's particular needs, and help refer them to the appropriate resources. Be sure to visit the [Housing Resources](#) page also.



## Food Insecurity

ArtCenter recognizes that some of our students experience food insecurity. Please visit the [Fighting Food Insecurity on Campus](#) Inside page for information about the pantry program and more.

## Financial Aid Review

As part of the FEAT process, when students send a confidential email to [FEAT@artcenter.edu](mailto:FEAT@artcenter.edu), the Financial Aid Office will review the situation and reach out for additional information in order to help explore all opportunities available to students in need.

## Scholarship Opportunities

Students may wish to take part in the [Continuing Scholarship Portfolio Review](#) process during the term. Look for submission requirements and deadlines from academic departments and the Financial Aid Office at the beginning of each term.

## Outside Scholarships

Students may also benefit from exploring private scholarship opportunities at <https://inside.artcenter.edu/go/outsidescholarship>.

## Private Loans

Often students need additional resources such as a private loan. Fast Choice allows you to compare loan programs before you apply at <https://inside.artcenter.edu/go/privateloans>.

Please feel free to stop by the Financial Aid Office for a counseling appointment.

## International Student Services

International Student Services (ISS) at the Center for the Student Experience (CSE) assists international students in successfully adjusting to studying and living in a new culture while maintaining F-1 nonimmigrant status. International Student Services helps international students understand and navigate the benefits and responsibilities of F-1 status from visa acquisition to enrollment requirements, employment authorization and more.

## Medical and Psychological Leave Policy

Students who encounter unplanned health issues once the term has begun may request a Leave of Absence (LOA) due to a health condition (see Leave of Absence Policy). While a student may take an LOA from ArtCenter for various reasons. An LOA for health purposes indicates a sudden and unexpected health condition prohibiting the student from completing all classes in a term and taking Incompletes (see Incomplete Policy). In these cases, some adjustments may be made to the student's billing and financial aid based on the date that the LOA form was received by enrollment Services and a Medical Leave Form completed for review by the Vice President of Student Affairs/Dean of Students. Leaves for health reasons are not granted routinely. They are granted only after carefully evaluating everyone's situation and documentation. The Medical Leave form and additional information is available in the Center for the Student Experience office. Documentation for the medical condition must meet the following standards:

1. Completion of the Medical Leave form provided by ArtCenter by a treating health care provider as described below.
2. The treating healthcare provider must be a medical doctor (MD), clinical psychologist, licensed clinical social worker (LCSW), or Marriage and Family Therapist (MFT).

The treating healthcare provider may not be a relative of the patient/student, nor can they be employed by ArtCenter.

The student requesting a medical or psychological leave must also permit the Vice President of Student Affairs/Dean of Students (or designee) and Director of Counseling Services to contact the treating healthcare provider to discuss the case or to verify the diagnosis or treatment.

To qualify for medical or psychological leave, students must show that their condition or course of treatment renders them incapable of coming to campus, attending all classes, and completing assignments. Examples may include but are not limited to catastrophic accidents or severe illnesses in which the student must be conned to bed rest for several weeks, admitted into an inpatient treatment facility for several weeks, daily medical or psychological therapy for several weeks, or a temporary disability that renders the student physically or psychologically unable to work on projects in a substantive manner.

Missing a few days of classes, generally falling behind due to other issues, and other such reasons do not constitute grounds for a medical leave.

Before a student can return to campus, they must provide the Center for the Student Experience with the Return from Medical Leave form certifying that the student is well enough to return to the rigors and stresses of an ArtCenter curriculum. The Vice President of Student Affairs/Dean of Students (or designee) and Director of Counseling Services may request that the student discuss a care plan or check-in once or twice during the term as a condition of enrollment. Students may be on medical or psychological leave for three consecutive terms and return without seeking re-entry or readmission: those on leave for more than three terms will need to go through the re-entry process (See Readmission and Re-entry Policy).

Students who have not attended for two or more years must undergo the readmission process. Unless otherwise specified, students returning from medical leave are subject to the same deadlines, standards and requirements as other ArtCenter students.

## Peer Coaches

Peer Coaching is a free program at ArtCenter that provides peer-to-peer learning support.

Peer Coaching is for you if you need help with classwork outside of class! Are you stuck starting an assignment or project? Need help with presentations? Want to get a crit on work from a peer? Need a language partner to work on design terminology? Are you struggling with visual communication or need strategies to work with software?

Each department that hosts Peer Coaches has identified topics and skill areas most important for students, especially those in their early terms (terms 1-3). Coaches are selected based on their ability to support in these areas, their experiences outside the classroom and their willingness to help others. Each department has a Peer Coaching page where each coach lists their strengths, experiences, portfolio and social media links so students can find the right coach.

Peer Coaches help students understand tracks in their department, prepare for term or scholarship reviews, share insight into their internship experiences or explain how they adjusted to life at ArtCenter. Sometimes the best person to get advice from is another student who has successfully worked through these challenges before! Coaches have proficiency in at least 4 of the Areas of Support and are in good standing in their department and with the College. Coaches also have a range of experiences and interests to provide insight to others.

Visit the Peer Coaching [Inside Page](#) to learn more and make appointments from your specific department.

## HOW PEER COACHING WORKS

Coaching sessions are (up to) 50 minutes long and are free. Students can choose which coach they want to work with based on area of expertise, interest, experience, and availability. Coaching sessions take place on campus or via Zoom when the college is in session, Monday-Sunday during college hours (8 AM - 10 PM).

Learn more about coaching in each department and the individual coaches using the links below. You will find links to schedule an appointment using the online links on the individual department Coaching pages.

## WHAT TO EXPECT FROM A COACH

A Coach will work with you to develop strategies to progress toward your goals and objectives for assignments, projects, presentations, or specific skill development.

## WHAT A COACH WILL EXPECT FROM YOU

A Coach needs clear insight into your current understanding of the situation you are working through and what you've considered so far. A coach will ask for specific details of the project you're working on, which can include your instructor's details for an assignment. The more precise you are about your goals and how you have tried to meet those goals, the more help your coach can provide to get you there! By sharing this information, you'll help your coach work with you in an individualized way.

## MORE INFORMATION

If you are interested in being a coach, please visit the Financial Aid office to determine your eligibility. Reach out to the Department Contacts listed below for information about applying to be a Peer Coach.

Department Contacts for questions about Peer Coaching:

- [Entertainment Design: Maritza.Herrera@artcenter.edu](mailto:Maritza.Herrera@artcenter.edu)
- [Illustration Department: Bonnie.Lee@artcenter.edu](mailto:Bonnie.Lee@artcenter.edu)
- [IxD / MDP: Jenny Rodenhouse: Jenny.Rodenhouse@artcenter.edu](#)
- [Product Design: Mia.Wiesenthal@artcenter.edu](mailto:Mia.Wiesenthal@artcenter.edu)
- [Transportation Design: Leon.Paz@artcenter.edu](mailto:Leon.Paz@artcenter.edu)

For more information or questions about the program, contact: [matt.sahlit@artcenter.edu](mailto:matt.sahlit@artcenter.edu) or [sam.holtzman@artcenter.edu](mailto:sam.holtzman@artcenter.edu)

# Service and Support Animal Policy

Pets and other animals are restricted on ArtCenter's Campus with the exception of service and support animals as defined by the Americans with Disabilities Act (ADA). Individuals who work with service and support animals shall not be excluded from ArtCenter's facilities or activities.

## Types of Service Animals Permitted on Campus

These guidelines have been developed with the understanding that most service animals working on the college campus will be dogs. Types of service animals might include:

- **Guide Dog:** A dog trained to provide mobility assistance for individuals with severe visual impairments or who are blind.
- **Hearing Dog:** A dog trained to alert deaf or hard of hearing individuals by signaling the occurrence of important sounds (e.g., door bells, smoke alarms).
- **Service Dog:** A dog trained to assist an individual who has some kind of confirmed mobility or health disability. Types of duties the dog may perform including carrying or fetching objects, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, or alerting other people for additional assistance.

## Types of Support Animals Permitted on Campus

Support Animals are utilized by individuals with disabilities for support or assistance, but do not meet the ADA criteria for Service Animal. Types of support animals might include emotional support animals or seizure response animals. Support Animals will only be allowed on ArtCenter's campus on a case-by-case basis, determined by the Disability Services Coordinator in the Center for the Student Experience.

## Responsibilities of Persons with Disabilities Using Service Animals on Campus

Individuals with disabilities, including regular visitors, who utilize service animals on campus grounds, should complete an Animal Registration Form with the Disability Services Coordinator in the Center for the Student Experience.

Before bringing a support animal onto campus grounds, the requesting individual must submit appropriate documentation. Requests to have a support animal on campus for disability accommodation purposes will be evaluated by the Disability Services Coordinator.

## Registering a Service Animal on Campus

Registering a Service Animal on Campus or Requesting a Support Animal on Campus requires:

- Animal Registration Form (obtained through the Disability Services Coordinator)
- Medical documentation from a licensed physician, psychologist, rehabilitation counselor, occupational therapist or other professional health care provider stating their diagnosis of student and opinion regarding the need for a support animal. The cost of obtaining the professional documentation shall be borne by the student.
- Current documentation of animal's health and vaccinations.

Owners are responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service/support animal are the sole responsibility of the owner at all times. Service/Support animals on campus must:

- **Meet Legal Requirements:** All requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances must be followed, including but not limited to:
  - For dogs only, a Los Angeles County Animal Services Dog License, updated yearly.
- **Be under Control of Owner:** The owner must be in full control of the animal at all times. Reasonable behavior is expected from service animals while on campus. If a service dog/support animal, for example, exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation.
- **Adhere to Cleanup Rule:** The owner must follow local clean-up ordinances when the animal defecates or urinates or creates any other kind of mess. Individuals with disabilities who physically cannot clean up after their own service animal may not be required to pick up and dispose of animal waste.

## Areas Off-Limits to Service and Support Animals

The college must allow a service animal to accompany the individual with a disability at all times and everywhere on campus except where service/support animals are specifically prohibited.

The following areas are generally off limits to service and support animals:

- **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service/support animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- **Areas Where Protective Clothing is Necessary:** Any room where protective gear or clothing is worn is off-limits to service/support animals. Examples impacting students include but are not limited to all shops and rooms with equipment including the metal shops, wood shops and machine shops, and spray booths.
- **Areas Where There is a Danger to the Service Animal:** Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g. molten metal or glass); where there is a high level of dust; where there are harmful chemicals or materials; or where there is moving machinery is off-limits to service/support animals.
- **Food Service Areas:** The Cafeteria where food is prepared and served to others will be off limits to service/support animals. Service animals fulfilling specific tasks for an owner may be permitted in strictly limited capacities in the areas where food is purchased before consumption.

## Removal/Relocation of Service and Support Animals

Service and Support Animals may be ordered removed by campus security or an animal control officer for the following reasons:

- **Disruption:** An owner may be directed to remove an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself, jumping up on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal into any of the college's facilities until the owner can successfully demonstrate having taken significant steps to mitigate the behavior and control future behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from College facilities.

- **Ill health:** Animals who are ill should not be taken into public areas. An owner with an ill animal may be asked to leave college facilities.
- **Uncleanliness:** Owners must ensure that their animals are kept clean and well groomed. Owners with animals that are excessively unclean (e.g., flea-infested, foul-smelling and/or shedding excessively) may be asked to leave college facilities.

## Writing Center

ArtCenter's Writing Center provides individualized writing assistance for all students, from first term to graduate level, with assignments from any discipline through collaborative peer-to-peer coaching. Sessions can be up to 50 minutes long, although multiple appointments are recommended for longer pieces of writing. The Writing Center is a friendly and supportive environment staffed by trained coaches particularly sensitive to the academic needs of student artists and designers. The Writing Center staff is available to help students generate and organize ideas, develop and revise written work, improve grammar and structural language skills and practice spoken English skills. They are dedicated to helping students become confident and effective communicators.

Undergraduate and Graduate Students: **[Schedule an Appointment Here](#)**

If no appointments are available, please email [Amelia Yessayantz](#) (Undergraduate) or [Reuben Merringer](#) (Graduate), and they will be happy to arrange a time that works for you.

Workshop Suggestion Box: **[Make a Suggestion Here](#)**

Along with individual student support, the Writing Center regularly runs workshops out of the Writing Center and collaborates with other departments. We are eager to hear your suggestions. Follow the link and let us know what you feel would be useful for yourself and your peers.

## Services

<p><b>Zoom Video Chat Sessions:</b></p>	<p>What you can expect:</p>	<ul style="list-style-type: none"> <li>• <b>Meeting screen-to-screen in real-time via Zoom with a Writing Coach at a time of your choice.</b></li> <li>• <b>A back and forth verbal discussion about the work you share.</b></li> <li>• <b>To receive guidance through the form of suggestions and notes from your Writing Coach (not direct edits to your work).</b></li> </ul>
<p><b>Email Drop-Off Sessions:</b></p>	<p>What you can expect:</p>	<ul style="list-style-type: none"> <li>• Emailing your work to be reviewed by a Writing Coach, at a time of your choice.</li> <li>• To share your work through your Writing Coach's requested method before your appointment begins, and to receive it back by its end.</li> <li>• To receive guidance through the form of suggestions and notes from your Writing Coach (not direct edits to your work).</li> </ul>
<p><b>In Person Sessions</b></p>	<p>What you can expect:</p>	<ul style="list-style-type: none"> <li>• Meeting in person with a Writing Coach, at the Writing Center's physical location in Room 278, Hillside campus or Room 315, 1111 South Campus.</li> <li>• A back and forth verbal discussion about the work you share.</li> <li>• To receive guidance through the form of suggestions and notes from your Writing Coach (not direct edits to your work).</li> </ul>

### What Kind of Help Can I Get?

Here are some examples of the types of assignments we've helped students with. Your Writing Coaches are students just like you, and have varying availability and specialties. Check out their bios on the Inside Page to learn more about them!

<ul style="list-style-type: none"> <li>• <b>Essay writing—structure, planning, and collaborative review</b></li> <li>• <b>Strategies for brainstorming, prewriting, and outlining</b></li> <li>• <b>Research planning support</b></li> <li>• <b>Critique practice and preparation</b></li> <li>• <b>Creative writing, scripts, short stories, pitches</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job and scholarship application completion support</b></li> <li>• <b>Resume and cover letter writing support</b></li> <li>• <b>Presentation writing and oral practice support</b></li> <li>• <b>English-language conversation partnering</b></li> <li>• <b>Portfolio copy, design briefs, artist statements</b></li> </ul>
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### How Much Time Does It Take?

The answer depends on what you have to get done! Each appointment is up to 50 minutes long. We encourage you to make multiple appointments for the different steps of the writing process, as well as back-to-back sessions for longer works.

### What Do I Need to Submit?

Once you've booked your appointment, you'll receive an automated email confirmation with your time slot and chosen Coach.

You'll also receive an additional email from your Coach on anything from when to expect a Zoom link, to personal requirements for document submission.

Please prepare your documents ahead of the meeting so your Coach can jump in. Google Docs and Slides are preferred - if your work cannot be transferred to Google Docs/Slides, please prepare an editable PDF or link to a website.

## Become a Writing Coach

If you are interested in being an Undergraduate or Graduate Writing Coach, please download the [application](#) and email [amelia.yessayantz@artcenter.edu](mailto:amelia.yessayantz@artcenter.edu) and [reuben.merrill@artcenter.edu](mailto:reuben.merrill@artcenter.edu) any questions.

## Writing Center Standards

All Writing Coaches are either current ArtCenter students or graduated alumni. Many Writing Coaches are multilingual and collaborate with students to improve written work, answer questions, and help them get started on projects. Please refer to [Policies and Procedures](#) for more information.

# Student Conduct



## Academic and Creative Integrity Policy

Academic and creative integrity is essential to personal and educational growth of students, which all members of the ArtCenter community are expected to uphold. This value maintains the standards of excellence of the College and creates a meaningful learning environment. Academic misconduct is a violation of the Policy that creates an unfair or unearned academic advantage to a student. This Policy is intended to assist students in understanding the

academic and creative expectations of the ArtCenter community and what would constitute a violation of the Student Code of Conduct.

## A. Matters Constituting Academic Misconduct

The following constitutes academic misconduct:

### Plagiarism and Creative Dishonesty

Using another person's language, image, or idea without proper acknowledgement and appropriate permission. When using the exact words of another in the presentation of written materials, those words must be placed in quotation marks with attribution to the original source, including proper citation of the source.

Artists and designers commonly draw on other's works, such as for reference, inspiration, or as a conceptual use of an appropriated image. This type of exploration is encouraged and expected; however, there is an important distinction between drawing inspiration from a piece and copying it, which may vary by discipline. Within individual departments and classes, while students are ultimately responsible for the creative integrity of their work, chairs and faculty should make efforts to help clarify what practices do and not constitute plagiarism or creative dishonesty.

### Submission of the same work

Submission of the same work in two courses without explicit permission. Presenting all or part of work done from one course or independent study to another course requires permission of the instructor in the current course.

### Unauthorized collaboration

A student works with others on assignments, examinations, or projects that will be submitted for a grade without specific permission from the instructor. In many course activities, collaboration is permitted and encouraged. Course syllabi and in-class instructions may identify situations where collaboration on assignments is allowed. The student shares responsibility for ascertaining whether collaboration is approved by seeking clarification from the instructor.

### Cheating

Involves unauthorized use of information, materials, devices, sources, or practices in completing academic activities.

## Complicity

Involvement in a wrongful act concerning any of the above. Any act that assists academic or creative dishonesty is itself a violation of the Academic and Creative Integrity Policy.

## B. Statement of Academic and Creative Integrity Policy

A statement on academic and creative integrity is outlined in each course syllabus. This statement identifies the responsibility of students to demonstrate integrity in all academic endeavors used in the work submitted for grading in each course. This statement is a contract that the student enters into by enrolling in the course.

## C. Procedures for Addressing a Policy Violation

The procedures for processing a violation of the Policy shall be as follows:

1. Faculty member will notify the student of the alleged violation of the Policy and determine if the student is responsible. The faculty member will provide the student with documentation of the alleged violation, and when applicable, the faculty should provide the source of the original work to the student.
  - a. Students awaiting action on a case of academic or creative integrity violation are not permitted to drop the course in question.
  - b. If the faculty member is uncertain if a violation has occurred, the faculty member can consult their academic chair, Dean, Associate Director of Student Conduct, or Associate Dean of Students/Director of the CSE prior to bringing the suspected violation forward to the student.
2. Following notification to the student, the faculty should report the incident by submitting an Academic and Creative Integrity Violation Form ("Report") within 10 business days of the identified violation. Any supporting materials should also be submitted. Faculty should provide the recommended academic sanction.
  - a. If someone other than a faculty member suspects a violation (such as a staff member or student), the violation should be brought to the attention of either the faculty of the course in which the violation took place or the chair of the department the student in question is enrolled.
3. If the recommended sanction is anything other than suspension or expulsion the Center for Student Experience will document the violation and email the student with the faculty's decision as well as the instructions to appeal the decision.

4. When the recommended sanction is suspension or expulsion the Student Conduct Hearing Board will convene. Prior to meeting the Hearing Board will be given all submitted materials to review (see Procedures for Cases Brought Before the Hearing Board in the *Student Code of Conduct*).
5. The Hearing Board's decision for academic sanctions and disciplinary action will be communicated to the reporting faculty and the chair of the department in which the student is enrolled. The student will receive written notification of the outcome of the Hearing Board's review. The academic and disciplinary sanctions will be recorded in the student's conduct record.

## D. Appeals

A student may appeal a determination by the Hearing Board or a faculty member based upon any of the following:

1. The sanction is grossly disproportionate to the offense.
2. The Code procedures were not followed, resulting in significant prejudice to the student.
3. In the exercise of reasonable diligence, new relevant evidence that could not have been produced at the hearing is available.
4. The decision is not supported by evidence.

### Appeals of Decisions Made by Faculty

All requests for appeals must be in writing, setting forth the basis for the appeal with specificity. Appeals must be delivered to the faculty member's Dean within five business days of the date that the student received the written determination of the sanction.

The faculty member's Dean will review the summary of the testimony, findings of fact, decision, the recommended sanction, the student's disciplinary history, and the student's written statement.

The faculty member's Dean may request the student submit, in writing additional information.

The faculty member's Dean may affirm, reduce, or increase the sanctions and will notify the student in writing.

### Appeals of Decisions Made by the Hearing Board

All requests for appeals must be in writing, setting forth the basis for the appeal with specificity. Appeals must be delivered to the Vice President of Student Affairs/Dean of Students and the Provost within 5 business days of the date that the student received the written determination of the sanction.

The Vice President of Student Affairs/Dean of Students and Provost will review the summary of the testimony, findings of fact, decision, the recommended sanction, the student's disciplinary history, and the student's written statement.

The Vice President of Student Affairs/Dean of Students and Provost may request the student submit, in writing, additional information.

The Vice President of Student Affairs/Dean of Students and Provost may affirm, reduce, or increase the sanctions and will notify the student in writing.

## E. Academic Sanctions

An instructor may impose one or more of the following sanctions. When determining appropriate sanctions, the severity of the violation; the present demeanor and past disciplinary record of the offender; the nature of the offense are considered.

1. Resubmit assignment
2. Resubmit assignment with a lowered grade
3. Fail assignment
4. Fail course
5. Additional educational activities such as completing a relevant training
6. The faculty member retains the right to impose other sanctions than those listed with consultation from the Associate Director of Student Conduct, Associate Dean of Students/Director of the CSE, or the Vice President of Student Affairs/Dean of Students

The Hearing Board may impose any of these academic sanctions along with any of the sanctions listed in the Student Code of Conduct.

## BIT (Behavioral Intervention Team)

The Mission of BIT (Behavioral Intervention Team) is to support the safety and well-being of the campus community.

BIT at ArtCenter is a multidisciplinary team that collects information from college stakeholders and identifies risks, to proactively intervene to protect and support students who are at risk from harming themselves or others.

SUBMIT A BIT REFERRAL HERE [https://cm.maxient.com/reportingform.php?ArtCenter&layout\\_id=5](https://cm.maxient.com/reportingform.php?ArtCenter&layout_id=5)

BIT referrals are not monitored 24/7 and will not initiate an immediate emergency response. If the concern is urgent in nature and requires IMMEDIATE follow-up, please

contact Campus Security at 626-396-2211 or go to the main reception desk located in each building. Campus Security will assess the situation and determine whether Pasadena police or other emergency response is needed.

If off-campus, please call 911.

You can also contact the following crisis lines:

- National Hotlines: 988 and 1-800-273-TALK (1-800-273-8255)
- Didi Hirsch 24-hour Crisis Line: 1-877-727-4747 (for Spanish, dial 1-800-628-9454)
- LGBTQ – The Trevor Lifeline: 1-866-488-7386
- Crisis Text Line: Text HELLO to 741-741

## FAQs

### Who can make a BIT referral?

Any person who feels a student is a threat to themselves and/or the community can make a BIT referral (including students, parents, faculty and staff, and other community members).

### When should I make a BIT referral?

When a student's behavior causes you concern that the student may pose a danger to self, others, or the college community.

### Should I approach the student first?

Whenever possible, you should express your concern(s) directly with the student since you are someone the student already knows, but the BIT Team will address all referrals.

### What happens after I make the referral?

Upon receipt of the referral, the BIT will determine whether action by the team is appropriate. If deemed appropriate, the team will meet to create a plan to engage the student and assess the behavior in question.

### What happens to the student in the BIT process?

If the team determines the student is appropriate for the BIT process, they will be contacted and directed to meet with a member of the team who will explain the process and offer resources to the student.

### How do I know if it is a BIT issue or if it is more appropriately handled by other campus resources?

You do not have to make this determination; the BIT will do it for you. The most critical step is that you report your concern. If another campus resource is more appropriate, the BIT will refer the student and handle the transfer of information.

### Is the BIT process confidential?

Every effort is made to make the BIT process private. That being said, there may be times when it is not possible for the process to remain confidential.

### Can I know the outcome of a student that I referred? How will I know that the situation has been addressed?

BIT will address every report that is brought to the committee. BIT processes typically involve handling of confidential information, so those filing reports will not necessarily know the resolution of a situation.

### Can I submit information anonymously?

Anonymous entries will be addressed by BIT. However, you are encouraged to identify yourself because this may assist the BIT if clarification or additional information is needed. Submitting your name also gives your report more credence. Additionally, the identity of the person making a report to BIT is kept confidential whenever possible.



## Who are the members of the BIT?

The BIT team is a multidisciplinary group that includes the Vice President of Student Affairs/Dean of Students; Associate Dean of Students/Director of the CSE; campus counseling; campus security; and the Senior Director of Environmental Health, Safety and Risk Management.

## Policies for Students Enrolled in Exchange and Study Away Programs

ArtCenter regards all students as responsible individuals who have the same obligations as others to observe the laws of the United States and the local and national laws of the host country. The College does not regard itself or its students as being above the law in any way. In addition, as members of an academic community, students assume rights and responsibilities inherent to the nature of that community and bear a responsibility to preserve an appropriate collegiate environment.

Students who participate in ArtCenter Study Away Programs are enrolled at ArtCenter and are subject to the provisions of the Student Code of Conduct to the same extent that they would be if studying on campus. Any student who engages in conduct that violates the Student Code of Conduct will be subject to review and sanctions, including, where appropriate, dismissal from the Program.

### Prohibited Conduct

Prohibited conduct includes but is not limited to the following:

[Violations of the Student Code of Conduct, Academic Misconduct policy](#), and other ArtCenter college policies.

### Study Away Alcohol and Other Drugs Policy

ArtCenter does not encourage the use of alcohol or condone drinking patterns or behaviors that are detrimental to the health and welfare of the individual, the ArtCenter community, or the community at large. Alcohol may be consumed, but not abused, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they always remain responsible for their actions. ArtCenter prohibits the use of alcohol that is illegal in the host country and prohibits the distribution of alcohol to students who are not of legal drinking age in their host countries.

ArtCenter Study Away Programs have a zero tolerance for the purchase, possession, use, or distribution of any drugs considered to be illicit or illegal. Any violations will be grounds for dismissal. Students are further cautioned that the possession of drugs is often dealt with harshly by local, host-county law enforcement, and neither the College nor the U.S. Embassy can obtain release from jail.

### Guest Policy

To maintain the academic, cultural, and logistical integrity of any Study Away Program, students are prohibited from inviting any guests to participate on any ArtCenter Study Away Program, including staying overnight in program accommodations. If participating in an exchange program, guest privileges are subject to the partner institution's policies (e.g., residence hall policies).

### Study Away Disciplinary Procedure

Given the nature and function of Study Away Programs, study-participant adherence to policies, procedures, and directives is crucial. The paragraphs below set forth the procedure for resolving alleged violations of this Code.

Should there be an allegation of a violation of any ArtCenter policy, faculty of ArtCenter Study Away Programs may conduct investigations and hold hearings for conduct matters that occur abroad. Faculty may consult with the Director of Exchange and Study Away, Associate Director of Student Conduct, or the Associate Dean of Students/Director of the Center for Student Experience throughout the process. At the discretion of the Associate Dean of Students/Director of the Center for Student Experience (or designee) and in consultation with the faculty, the Associate Dean of Students/Director of the Center for Student Experience (or designee) may assume jurisdiction for, and render a decision on, any cases involving students studying off-campus.

### Student Conduct Meetings

The purpose of student conduct meetings is to review allegations and evidence of ArtCenter policy violations and decide whether it was more likely than not that the violation occurred.

Meetings are conducted to ensure the students are offered due process in reviewing of the case. More specifically, accused students will have their due process rights respected by being provided with notice of the alleged wrongdoing and an opportunity to respond to the allegations in a fair proceeding before a neutral decision-maker.

1. The will Faculty will investigate to determine whether sufficient evidence supports the allegations. The

Faculty member will resolve most cases through a student conduct meeting between the student and the Faculty member. At their discretion, the Faculty member shall determine whether there was sufficient evidence that the student engaged in prohibited conduct as outlined in this Code and what sanctions should be applied.

2. Students who do not respond to the request for a student conduct meeting may have their case determined in their absence.
3. The Faculty will notify the student in writing of the sanction and will send a copy of the sanction letter to the Center to Student of Experience to be placed in the student's conduct file.
4. The Center for Student Experience holds concurrent jurisdiction and make take further action upon the student's return to the College.

In cases where a suspension of expulsion has been issued the case will be reviewed by the Student Conduct Hearing Board per the guidelines in the Student Code of Conduct (add link).

## Appeals

A student may appeal a determination by the Faculty or Hearing Board based upon at least one of these four criteria:

1. The sanction is grossly disproportionate to the offense.
2. The Code procedures were not followed, resulting in significant prejudice to the student.
3. In the exercise of reasonable diligence, new relevant evidence that could not have been produced at the hearing is available.
4. The decision is not supported by evidence.

All requests for appeals must be in writing, setting forth the basis for the appeal with specificity. Appeals must be delivered to the Vice President of Student Affairs/Dean of Students, with a copy to the Faculty member, within five business days of the date that the student received the written determination of the sanction from the Faculty member or Hearing Board.

The Vice President of Student Affairs/Dean of Students will review the Faculty member's summary of the testimony, findings of fact, decision and the recommended sanction, the student's disciplinary history, and the student's written statement.

The Vice President of Student Affairs/Dean of Students may request either the Faculty member or the student

submit, in writing, additional information. They may also ask the student and the Faculty member to clarify testimony from the hearing.

The Vice President of Student Affairs/Dean of Students may affirm, reduce, or increase the sanctions and will notify the student in writing.

## Standard of Review

The Faculty member, the Hearing Board, or the Vice President of Student Affairs/Dean of Students shall decide based on the Preponderance of Evidence.

## Sanctions

The [Student Code of Conduct](#) includes a list of possible sanctions. Other sanctions include suspension from program-related activities, removal from housing, dismissal from the program, and denial of participation in future Study Away opportunities.

## Sexual Misconduct

ArtCenter College of Design ("ArtCenter" or "the College") is committed to maintaining an inclusive community that is supportive of students and employees in all of its programs and activities. Part of this commitment is providing an educational and working environment that is free of sexual misconduct in accordance with Title IX of the Higher Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in education programs and activities; Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act ("SaVE Act"), Violence Against Women Act ("VAWA"), and the Clery Act.

To ensure compliance with these and other federal and state laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of employment and education, ArtCenter has developed a Sexual Misconduct Policy ("Policy"), which applies to all students, faculty, and staff. The Policy defines the College's administrative policies and procedures designed to provide a prompt, fair and impartial process to address alleged sexual misconduct or alleged retaliation for reporting or supporting the reporting of sexual misconduct.

## Jurisdiction

ArtCenter exercises jurisdiction under its Sexual Misconduct Policy in connection with all academic, educational, co-curricular, extracurricular, and other programs and activities of the College, whether those programs or activities take place at ArtCenter's Hillside or

South campus, at a designated satellite studio, or at another location if these programs are sponsored by ArtCenter or are under ArtCenter's control.

ArtCenter also exercises jurisdiction over conduct occurring in a building or facility owned or controlled by an officially recognized student organization, conduct that is subject to ArtCenter's disciplinary authority, and any external conduct that has an impact on the downstream or in-program effects, whether or not the conduct occurred outside ArtCenter's education program or outside the United States.

The Sexual Misconduct Policy can be applied to the effects of off-campus misconduct that effectively deprive someone of access to ArtCenter's educational program or employment. The College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial College interest, such as a situation that is detrimental to the educational interests or mission of the College.

### Procedures for Filing Complaints

Students can report any incident of sexual misconduct with their faculty leader or report it directly to the Title IX office at [titleix@artcenter.edu](mailto:titleix@artcenter.edu). More information on Title IX Policies, Procedures, and Reporting Options can be found on ArtCenter's website at [ArtCenter.edu/Title-IX](https://artcenter.edu/Title-IX). If you believe that you have experienced sexual misconduct and would like to seek medical treatment immediately, contact your travel insurance provider, CISI (for exchange and faculty-led programs), to locate the closest hospital for medical treatment: 1.609.986.1234 (collect outside the U.S.) Email: [medservices@assistamerica.com](mailto:medservices@assistamerica.com).

### Program Housing

Students are required to live in established program housing when it is provided by the College or host institution. The College finds housing partners and accommodations with consideration for cost, health, safety, security, and educational needs of the students and the specific Study Away Program.

Housing information will be solicited from students prior to departure; however, the College cannot guarantee compliance with individual requests and preferences. If a student has a disability that requires reasonable accommodations, the student needs to advise the Center for the Student Experience as soon as possible, upon notification of acceptance, for arrangements to be made. (See also [Students with Disabilities](#) section).

Should a housing conflict arise, the College encourages students to bring it to the attention of the faculty leader of the Exchange and Study Away office so that they may assist in resolving it.

Students will be responsible for housing damages, lost keys, and any other fees incurred during their stay. The Exchange and Study Away office will notify students of these additional charges that will be applied to the student's account.

If a Study Away Program does not provide housing, the student will accept all associated risks, be solely responsible for all expenses and arrangements related to housing and be required to provide the Exchange and Study Away Office with the address and contact information of where they will be residing.

### Transportation Policy

Traffic-related accidents are the leading cause of student injuries and deaths while abroad. Students are prohibited from driving motor vehicles (including but not limited to scooters, motorbikes, motorcycles, and cars) while participating in an ArtCenter Study Away Program outside of the U.S. unless they possess a valid driver's license and driver's insurance in the host country. Students should obey all local vehicle and pedestrian laws and use public transit whenever that option exists and is safe. A student's personal liability coverage takes precedence over ArtCenter liability coverage should a motor vehicle be used.

Exceptions to this policy may be considered based on the content of the program curriculum, associate field trips, and supervised projects. All such considerations must be discussed with the academic department and Exchange and Study Away office in advance.

## Student Code of Conduct

Members of the ArtCenter community have a collective responsibility to maintain a productive educational environment and the well-being of the community. It is through shared values of respect, social responsibility, integrity, and honesty that this is achieved. Everyone is responsible for their conduct and holding others accountable as stewards of the College's values. The Student Code of Conduct (Code) intends to clarify the expectations of behavior by students that are essential to ArtCenter's educational mission and its community life.

All students are provided a copy of the Student Handbook through [inside.artcenter.edu](https://inside.artcenter.edu). Students are responsible for reading and abiding by this Code.

Disciplinary proceedings conducted under this Code are intended to be informal, fair, and expeditious. The process is primarily designed to correct and educate students who engage in unacceptable behaviors and provide guidance on ethical decision-making to help them become productive community members.

All students are expected to comply with all applicable laws and to respect the rights and privileges of all other members of the ArtCenter community and its neighbors. Except as expressly outlined in this Code, the procedures of criminal and civil courts shall not govern disciplinary proceedings, and formal rules of evidence shall not be applicable.

The Code applies to students' behaviors not only on campus and at College events but also off-campus if it is determined that a behavior affects another member of the ArtCenter community's safety, well-being, or learning environment. This Code also can apply behavior that affects another member of the community's safety, well-being, or learning environment. This Code also can apply to behavior that occurs through social media or other public online media.

A student can be charged with a conduct violation while on a leave of absence or after graduating ([if the conduct occurred while the student was enrolled as a student](#)).

## Definitions

1. ArtCenter and College: refer to ArtCenter College of Design.
2. Advisor: any current student, faculty, or staff member; off-campus individuals, parents, or those without affiliation with the College cannot serve as advisors. Current faculty or staff cannot serve as advisors to their children. The Advisor can only be paid for their service by the College. The Advisor cannot be a licensed attorney except for in a conduct hearing.
3. Aggravated Assault: a violation that results in, or could reasonably result in, significant damage to persons or property or that otherwise poses a substantial threat to the stability and continuance of College life or College-sponsored activities.
4. Distribution: sale or exchange for personal gain.
5. Complainant: the individual who makes the complaint.
6. Conduct Officer: Associate Director of Student Conduct, the Associate Dean of Students, or the Dean of Students
7. Group: several persons associated with each other and who still need to comply with College's requirements for registration as an organization.
8. Organization: several persons who have complied with ArtCenter [requirements for registration](#) as an organization.

9. Preponderance of evidence: evidence that, when weighed against that opposed to it, has a more convincing force and a greater probability of truth.
10. Reckless: conduct that one could reasonably expect would create a substantial risk of harm to a person or property, or that would otherwise be likely to interfere with College or College-sponsored activities.
11. Respondent: any student, group, or organization accused of violating the Student Code of Conduct.
12. Student: all persons taking courses or enrolled to take courses in the future at the College, both full- and part-time, pursuing undergraduate, graduate, or enrolled in public programs; those who, though not officially registered for classes during a given term, have a continuing relationship with the College as a result of being on a College approved leave of absence, internship, or Study-Away program; or those who withdraw during a disciplinary proceeding.
13. ArtCenter community: students, staff, and faculty of the College, as well as contracted personnel.
14. College premises: buildings or grounds owned, leased, operated, controlled, or supervised by ArtCenter, including digital spaces.
15. College-sponsored activity: any activity on or off campus initiated, aided, authorized, or supervised by ArtCenter or an ArtCenter Group, or Organization.
16. Weapon: any object or substance designed to inflict a wound, including, but not limited to, firearms, explosives, metal knuckles, knives with blades more than two inches long, bows and arrows, and any other instrument identified as weapon in published College policies.

## Prohibited Conduct

Prohibited conduct includes but is not limited to the following:

- I. ArtCenter Policies
  - a. Violations of ArtCenter College policies, including but not limited to, the Alcohol and Illegal Drugs Policy, Sexual Misconduct and Title IX Policy, and the Academic and Creative Integrity Policy.
  - b. Note: Some ArtCenter College policies are administered through their processes.
- II. Violations of Law
  - a. Violations of federal, state, or local laws. A criminal conviction is not necessary for a student to be subject to discipline under this Code.
  - b. Intentionally furnishing a false warning or threat about a College-sponsored activity.
- III. Ethical Treatment
  - a. Intentionally or recklessly causing harm (physical or otherwise) to any ArtCenter community member, to any person on College

premises, or at College activities either on or off campus, or causing reasonable apprehension of such harm. This includes, without limitation email, social media, texts, telephone, harassment or assault, verbal or written threats, stalking, intimidation, and verbal and physical abuse or harassment.

- b. Intentional discrimination against a person or group of people based on age, race, color, disability, religion, national origin, veteran status, genetic information, sexual orientation, gender, or sex (including pregnancy) except where such distinction is allowed by law. Additionally, ArtCenter prohibits discrimination in all aspects of employment and educational programs based on sexual orientation, gender identity, or gender expression.
- c. Threatening to reveal or release personal information or media about a person electronically or through other means of communication.
- d. No student shall post or distribute disparaging or compromising images of another, altered or otherwise, or post denigrating text on, but not limited to, the following modes: internet websites or newspapers, without the express consent/ authorization of the other individual.

#### IV. False Information

- a. Submission of false, incomplete, or misleading information, material, or documentation in connection with an Admission Application or receiving or attempting to receive Financial Aid through misrepresentation, furnishing false information, forgery, alteration, or fraud.
- b. Intentionally furnishing false information or identification to any designated College official and the College.
- c. Unauthorized use, forgery, or alteration of any College document or instrument of identification.

#### V. Disruption

- a. Intentionally or recklessly interfering with College or College-sponsored activities, including but not limited to studying; teaching; research; College administration; judicial proceedings; or fire, police, or emergency services.
- b. Intentionally and substantially interfering with the freedom of expression of others on College premises or at a College-sponsored activity.
- c. Engaging in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior in any College on-campus facility or at a College-sponsored activity.

Note: The faculty has primary responsibility for

managing the classroom environment. A faculty member may direct students who engage in disruptive behavior to leave the class for the remainder of the class period. The student conduct process will commence when longer suspensions or dismissals from class for violations of the Code are being considered.

#### VI. Property violations

- a. Intentionally or recklessly destroying, defacing, or damaging College property or the property of others on College premises or in a College-sponsored activity.
- b. Intentionally or recklessly misusing, disabling, tampering with, or damaging College safety equipment, doors, or signs.
- c. Unauthorized presence in or use of College premises, facilities, or property.
- d. Intentionally or recklessly starting a fire on or near College premises.
- e. Excessive or repeated traffic and parking violations. Reckless driving of a four- or two-wheel vehicle on campus or at a College-sponsored activity, or the abuse of campus parking rules and regulations.

#### VII. Failure to Comply

- a. Failure to comply with the directions of College officials performing their duties, including but not limited to staff, faculty, and Campus Security officers. This includes verbally threatening, abusing, or harassing any of the above while performing their duties.
- b. Failure to provide valid ArtCenter photo identification when requested by a College official.

#### VIII. Theft

- a. Theft of property or services on College premises or at a College-sponsored activity, or knowingly possessing stolen property.

#### IX. Alcohol & Drugs

- 1. Alcohol, tobacco, marijuana, and illegal drugs, regardless of age, are prohibited on ArtCenter's campus. Refer to the Alcohol and Illegal Drugs Policy and the Tobacco-Free and Smoke-Free Campus Policy for more information.

#### X. Weapons

- a. Violation of the Weapons Policy. The possession, storage, or use of firearms, explosives of any type (including fireworks, incendiary devices, etc.), chemicals not used to complete course-related projects or weapons of any sort are not permitted anywhere on campus. The term "weapon" includes firearms, explosives, metal knuckles, knives with blades over two inches long, bows and arrows, and any other instrument identified as a weapon in

published College policies. Possession or use of any item intended to look like or serve as a weapon will also be treated as a violation of College policy. Such items may include, but are not limited to, a fake or toy gun, a pocketknife, or a hand held under clothing to simulate a weapon. Under no circumstances may real firearms ever be carried or stored on campus.

- b. Any exceptions to this policy must be approved in writing by the Director of Campus Security (or designee). If a weapon for a photo or film shoot is requested, the applicant must submit a written request discussing the type of weapon and how it is to be used in the shoot at least three business days before of the photo or film shoot. The Director will meet with the applicant to discuss the shoot details and the safe storage, transport, and operation of the weapon. The Director will schedule a mandatory visual inspection. All weapons used on campus at any time must be approved before their use.
- c. All weapons used in a photo/film shoot shall be inspected and photographed before the shoot. Campus Security will also conduct an on-site inspection on the day of the shoot to verify that the weapons being used are the same as the previously inspected weapons. If any weapons have been added or changed, the shoot will stop until the current weapons can be inspected and approved.
- d. There are NO real firearms allowed on campus at any time. All weapons must be props or non-functional.

#### XI. Technology

- a. Any behavior that intentionally or unintentionally disrupts College computer services; damages, alters or destroys College data or records; or adversely affects College computer software, programs, systems, or networks.
- b. The use of College data, computer systems, or networks to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property, or data. Unauthorized use of College computer files or access to College restricted network systems or computer files.
- c. Gaining access by using another person's name, password, access codes, or personal identification.

#### XII. Abuse of the conduct process

- a. Disruption or interference with the conduct process:
  - i. Intentionally initiating, or causing to be initiated, any false report

- ii. Influencing or attempting to influence another person to commit an abuse of the proceedings of the student conduct process.
  - iii. Falsification, distortion, or misrepresentation of information in a student conduct meeting, before the student conduct hearing board or in the appellate process.
  - iv. Harassing a Conduct Officer, hearing board member, appellate Officer, or witness before, after, or during a conduct proceeding.
  - v. Retaliated against another community member for bringing forth a complaint or serving as a witness.
- b. Violating the terms of any disciplinary sanction imposed under this Code.

## Procedures

### Student Conduct Meetings

The purpose of student conduct meetings is to review allegations and evidence of Student Code of Conduct violations and decide whether it was more likely than not that the violation occurred.

Meetings are conducted to ensure the students are offered due process in reviewing of the case. More specifically, accused students will have their due process rights respected by being provided with notice of the alleged wrongdoing and an opportunity to respond to the allegations in a fair proceeding before a neutral decision-maker.

1. The Associate Director of Student Conduct has been designated as the College's Student Conduct Officer (Officer) to hear all matters relating to allegations that a student has engaged in prohibited conduct. If the Associate Director of Student Conduct is unavailable or there is a potential conflict, the Associate Dean of Students may appoint a conduct officer to review such matters. Such an alternative shall have all the powers and responsibilities of the Officer. The primary role of the Student Conduct Officer is to adjudicate evidence of a Code violation that has been presented. The Officer may seek out additional evidence to help clarify if a conduct violation occurred.
2. The Officer will investigate to determine whether sufficient evidence supports the allegations. The Officer will resolve most cases through a student conduct meeting between the student and the Officer. At their discretion, the Officer shall determine whether

there was sufficient evidence that the student engaged in prohibited conduct as outlined in this Code and what sanctions should be applied.

3. Students who do not respond to the request for a student conduct meeting with the Officer may have their case determined in their absence.
4. The Officer will notify the student in writing of the sanction.

## Procedures for Cases Brought Before a Hearing Board

A Student Conduct Hearing Board will review all cases where a suspension or expulsion has been issued.

1. Within 48 hours of receiving the sanction, in writing the student shall be notified of the allegations along with the date, time, location of the hearing, and composition of the Hearing Board.
2. The Hearing Board shall comprise three College employees (not including the Officer) as convened by the Associate Dean of Students/Director of the CSE. Quorum, defined as the Associate Dean of Students and at least one other college employee, must be met for the hearing to occur.
3. Students who fail to appear will have their case heard in their absence. Failure to appear or failure for a complainant or witness to appear does not constitute grounds for appeal; evidence introduced after a decision on the case has already been made does not constitute new information merely because the charged student was absent.
4. The Officer shall preside over the hearing. At the hearing, the Officer shall specify the nature of the alleged misconduct, including the time, date, and place where such alleged conduct occurred. The Respondent shall have the opportunity to respond to evidence against them.
5. Hearings are private. However, the Respondent and Complainant are each entitled to bring an Advisor to the hearing to help support and guide them during the hearing. The Advisor's role is not to represent the student or to question any witnesses in the hearing. The Respondent and the Complainant are responsible for presenting their information. Therefore, Advisors are only permitted to speak or participate directly in any hearing if otherwise determined by the Officer.
6. The Officer will invite relevant witnesses within the investigation to appear before the Hearing Board.
7. The Officer shall exercise control over the hearing. Any person, including an advisor, a Respondent, or the Complainant, who disrupts a hearing and fails to adhere to the Officer's rulings may be excluded from the proceedings.

8. After the hearing, the Hearing Board shall decide whether it is more likely than not that the Respondent has engaged in prohibited conduct and, if so, the sanctions to be imposed shall advise the Respondent in writing of the determination of any sanctions.

## Appeals

A student may appeal a determination by the Officer or Hearing Board based upon at least one of these four criteria:

1. The sanction is grossly disproportionate to the offense.
2. The Code procedures were not followed, resulting in significant prejudice to the student.
3. In the exercise of reasonable diligence, new relevant evidence that could not have been produced at the hearing is available
4. The decision is not supported by evidence.

All requests for appeals must be in writing, setting forth the basis for the appeal with specificity. Appeals must be delivered to the Vice President of Student Affairs/Dean of Students, with a copy to the Officer, within five business days of the date that the student received the written determination of the sanction from the Officer or Hearing Board.

The Vice President of Student Affairs/Dean of Students will review the Officer's summary of the testimony, findings of fact, decision and the recommended sanction, the student's disciplinary history, and the student's written statement.

The Vice President of Student Affairs/Dean of Students may request either the Officer or the student submit, in writing, additional information. They may also ask the student and the Officer to clarify testimony from the hearing.

The Vice President of Student Affairs/Dean of Students may affirm, reduce, or increase the sanctions and will notify the student in writing.

## Standard of Review

The Officer, the Hearing Board, or the Vice President of Student Affairs/Dean of Students shall decide based on the Preponderance of Evidence.

## Student Groups and Organizations

Student groups and organizations may be charged with violating any provision of the Code or any policies and procedures included in the Student Handbook. The Officer may direct officers, leaders, or any identifiable spokesperson for a student group or organization to take

appropriate action designed to prevent or end violations of this Code. The sanction for misconduct may include revocation or denial of registration.

## Violations of Law and Disciplinary Regulations

Students may be accountable to both criminal and civil authorities and to ArtCenter for acts that constitute violations of law and of this Code. Disciplinary action at the College will generally proceed despite any pending criminal proceedings. It will not be subject to challenge because criminal charges involving the same incident have been dismissed or reduced.

## Sanctions

The Officer may impose one or more of the following sanctions. When determining appropriate sanctions, the severity of the violation; the present demeanor and past disciplinary record of the offender; the nature of the offense; and the severity of any damage, injury, or harm resulting from such offense are considered.

1. **Disciplinary Probation**  
The student may be restricted from participating in College-sponsored activities. This includes, but is not limited to, involvement in student organizations and employment on campus. Additionally, the student is notified that any further infractions of College policies may result in possible suspension or expulsion.
2. **Disciplinary Warning**  
The student is given a verbal or written warning that future misconduct may result in more severe disciplinary action.
3. **Educational Activities**  
The student is assigned an educational activity related to their behavior, such as a project, training, or essay.
4. **Expulsion**  
The student is permanently separated from the College. Notification will appear in the student's permanent file. The student may also be permanently barred from the College premises.
5. **Restitution**  
The student is required to pay the College or other persons, Groups, or Organizations for damages incurred as a result of a violation of this Code. A hold will be placed on the student's account. Restitution must be made within 30 days, or the hold will remain.
6. **Restriction**  
The student may be restricted from specific areas of campus.
7. **Restorative Practices**  
The student is assigned tasks to repair the harm caused by their behavior, such as work on campus, letters of apology, or training.

8. **Suspension**  
The student is barred from attending the College for a specified period. The student may be prohibited from participating in any College-sponsored activities and may be barred from College premises for the period of suspension.
9. **Other Sanctions**  
The Associate Director of Student Conduct, Associate Dean of Students/Director of the CSE, or the Vice President for Student Affairs/Dean of Students retains the right to impose other or additional sanctions.

## Interim Suspensions

The Officer or Associate Dean of Students/Director of the CSE and Vice President of Student Affairs/Dean of Students may impose an immediate suspension until a hearing can be convened. During the interim suspension, the student will be denied access to the campus (including classes) and other activities and privileges for which the student might otherwise be eligible.

An Officer may impose an interim suspension only:

1. To ensure the safety and well-being of members of the ArtCenter community or the preservation of ArtCenter property
2. To ensure the student's own physical or emotional safety
3. If the student poses an ongoing threat of disruption of, or interference with, the operations of the College.

## Disciplinary Files and Records

Case referrals may result in the development of a disciplinary file in the student's name. The Associate Director of Student Conduct or Officer maintains these files. These records are covered by the Family Educational Records Privacy Act (FERPA). When students sign a release offered by prospective employers, graduate schools, or others, this release provides these parties access to disciplinary files unless otherwise specified.

## Sexual Misconduct and Title IX

ArtCenter does not discriminate on the basis of sex in its education programs and activities as required by Title IX, including in its admission and employment practices. Inquiries about the application of Title IX at ArtCenter may be referred to ArtCenter's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights at the U.S. Department of Education.



Any person may report sex discrimination, sexual harassment, or other sexual misconduct to ArtCenter's Title IX Coordinator, regardless of whether or not the person is the recipient of the alleged behavior. Such reports may be made at any time, including outside of business hours, using the following contact information:

Brittany Raygoza  
Director of Title IX Compliance and Programs  
[Brittany.raygoza@artcenter.edu](mailto:Brittany.raygoza@artcenter.edu)  
626-396-2340

ArtCenter has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX. Detailed information about the College's grievance procedures, including how to report or file a complaint of sex-based discrimination or harassment and how the College will respond, can be found in the College's Sexual Misconduct Policy at [artcenter.edu/title-ix](http://artcenter.edu/title-ix).

## Student Rights and Responsibilities



## Alcohol and Illegal Drugs Policy

ArtCenter is committed to providing its students, faculty and staff with an environment that promotes safe and responsible social interaction, and is required by law to provide you with our written policies on these issues.

ArtCenter's concern over the illicit use and the abuse of alcohol and drugs results from the serious health hazards caused by substance abuse; the potential legal penalties for those convicted of unlawful use, possession or distribution of these substances; and the ways in which alcohol and drugs adversely affect our campus environment. All members of the ArtCenter community should be familiar with and should adhere to ArtCenter's Policy on Substance Abuse. Individuals are expected to take responsibility for their own conduct and to comply with state and federal laws, as well as with ArtCenter's policies.

## Federal and State Law

ArtCenter abides by federal and state laws regarding the use of illegal drugs and alcohol. It is a criminal offense:

1. To use, possess, cultivate, manufacture, sell or transfer illegal drugs, or to illegally use other drugs or prescriptions.
2. For any person under the age of 21 to consume, purchase or possess alcohol.
3. To provide any alcoholic beverage to a person under the age of 21.
4. To provide any alcoholic beverage to an obviously intoxicated person.
5. To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others.
6. To operate equipment or vehicles after consuming alcohol or drugs.
7. To use false evidence of age and identity to purchase alcohol, or to have such false evidence in one's possession.

A student's eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of an offense involving the possession or sale of illegal drugs.

## Controlled Substances and Alcohol

ArtCenter maintains a drug-free workplace and campus. Members of the ArtCenter community are expected to act lawfully with respect to the possession and consumption of alcoholic beverages. All members of the ArtCenter community, including students, are prohibited from working in a shop after having consumed alcohol. Consumption of alcoholic beverages on ArtCenter's premises is not permitted, regardless of the drinker's age, unless the event is registered.

## Planning Student Events

ArtCenter recognizes that student events and campus activities are an important part of campus life. Student events must be done in collaboration with a relevant ArtCenter office. Alcohol cannot be served at ArtCenter student sponsored events.

## Attendance

Students' full attendance and participation in class supports the quality of the educational experience for all class participants, particularly in courses that incorporate group work and peer critique. Attendance and participation in class therefore will be important factors of your grade. Students are expected to attend all enrolled classes

regularly and be on time, remaining for the duration of the class period. ArtCenter does not permit students to audit classes (students may not sit in or visit a class in which they are not enrolled, including field trips). A student who is absent due to serious or ongoing medical or personal issues should contact the Center for Student Experience (CSE) as soon as possible for additional advisement in addition to informing their instructor and department representative (chair, director or coordinator).

Students should refer to each class syllabus for specific expectations about attendance, participation, communication with the instructor(s), etc. Please note that for some courses attendance is mandatory, and in these cases missing one class period, including the first class period, may result in a failing grade.

## Excused Absences

An absence may be excused by an instructor if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Note that excused absences are always at the discretion of the instructor(s). Students are advised to contact their instructors as soon as possible (or in advance of missing a class, if possible), using the instructor's preferred method of communication, as a professional courtesy to explain why they have missed or will miss a class. Students who are absent are required to discuss missed content with their instructor as soon as possible. Excused absences do not automatically change any class or college-related requirements or deadlines.

## Unexcused Absences

Any absence that is not excused is considered an unexcused absence. Students who are absent are required to discuss missed content with their instructor as soon as possible. If students accumulate unexcused absences, it may culminate in a failing grade at the discretion of the instructor:

- For full-semester (14 week) courses that meet once per week, 3 or more unexcused absences may result in a failing grade of "N" ("Non-Attendance") for failure due to lack of attendance.
- For full-semester (14 week) courses that meet twice per week, 4 or more unexcused absences may result in a failing grade of "N" ("Non-Attendance") for failure due to lack of attendance.
- For courses meeting less than the full (14 week) semester, unexcused absences totaling 20% or more of the course may result in a failing grade of "N" ("Non-Attendance") for failure due to lack of attendance.

Students who stop attending courses will NOT be automatically dropped. In order to drop a course, a student must either drop the course during the Week 1 add/drop period or file to withdraw from the course before the Week 9 deadline. For further information, see the "Add/Drop and Course Withdrawal Policy."

## Being on Time and Staying in Class

Showing up to class at the scheduled start time of the course and remaining for the duration of the class period is important to the educational quality of students' learning. If a student arrives late or leaves early without the instructor's permission on more than 3 occasions in a course, the pattern of behavior may constitute unexcused absences at the discretion of the instructor.

- Please note that federal financial aid satisfactory academic progress regulations require successful completion of at least 67% of all units attempted. For further information, please contact the Financial Aid Office.
- For further information about dropping courses and add/drop deadlines, please contact the Enrollment Services Office.
- Please refer to the Add/Drop and Course Withdrawal policies and procedures.

# **Campus Security Policies**

## Crime Reporting and Prevention

Numerous efforts are made to inform members of the College community in a timely manner about campus crime and crime-related problems. These efforts include Daily Logs and Observation Reports. These logs and reports are distributed by officers to senior administrators and select members of the College community. Copies may be requested from the Office of Campus Safety.

Additionally, in compliance with federal law, ArtCenter prepares an annual report that discloses campus crime and certain security policies, which is available on this website. The crime statistics are compiled using reports made to campus security, deans and other campus officials. A copy of the crime statistics is filed with the U.S. Department of Education and is available at their [website](#).

Regular Campus Safety and Health email alerts also help keep the campus population informed of security issues and possible dangerous situations that arise, such as dangerous weather conditions and wildlife observed on campus.

ArtCenter is aware that crimes may go unreported to law enforcement and strongly encourage our students, staff,

faculty and visitors to immediately report any crimes that have occurred within our community to ArtCenter Campus Security officers. To report a crime, unusual situation or event during business hours, contact a Campus Safety officer immediately. Campus Safety personnel are on campus 24 hours a day, seven days a week, including holidays and term breaks.

Campus Safety personnel are stationed at the reception desk of individual buildings on both campuses. You can also contact the main reception line by phone at 626 396-2200.

If you cannot locate an officer, you can contact Campus Safety by calling 626 396-2299, by dialing extension 2211 from an on-campus phone or by using one of the emergency phones, which are located throughout each campus.

Most crimes can be prevented. At ArtCenter, crime prevention is a partnership between the College and its students. You can prevent crime by making safe behavior part of your lifestyle.

The College offers many services to help you stay safe:

1. Campus Safety Escort Program is available in the evenings.
2. Emergency phones, many marked by a blue light, are located throughout each campus and provide a direct link to Campus Safety in an emergency.
3. Campus Safety educates the campus community about preventing crime before it happens.
4. Campus Safety officers enforce school regulations and policies on campus and in the surrounding areas.
5. Campus Safety compiles crime statistics, conducts security surveys and inspects campus grounds to identify and address future security and safety needs.

## Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act was enacted in 2000. The law requires institutions of higher education to issue a statement advising the College community as to where law enforcement agency information concerning registered sex offenders may be obtained. It also requires offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In California, convicted sex offenders must register with their local law enforcement agencies. Commonly called Megan's Law, this law allows the public to access the registry at local law enforcement offices. It also authorizes local law enforcement to notify the public about high-risk

and serious sex offenders who reside in, are employed in or frequent the community. Information about the sex offender registry may be accessed [here](#).

## Jeanne Clery Disclosure Act

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the university's annual security report.

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking and campus crime reporting processes.

## Timely Warning and Emergency Notifications

Timely warnings are triggered when an institution determines that a crime for which it must report statistics—such as a homicide, sex offense or robbery—presents a serious or continuing threat to students and employees.

Emergency notifications are triggered by a far broader range of potential threats—any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, but not the other Clery public property or non-campus areas. This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified by the institution in its annual Clery Act reports.

Campus Security works closely with Facilities in assessing levels of threat. Information is received from various offices/ departments. If Campus Security confirms that there is an emergency or dangerous situation that poses an immediate

threat to the health or safety of some or all of the College community, Campus Security will collaborate with Facilities or the necessary departments to determine the content of the message and will use the described systems to communicate the threat to the campus community or to the appropriate segment of the community if the threat is limited to a particular campus, building or segment of the population. Campus Security, without delay, will determine the content of the notification and initiate the ENS. The ENS allows authorized personnel to send messages and instructions to ArtCenter community members through landline, cellular phones, text messaging or email within minutes of a critical incident. An immediate alert will be issued to the community, unless issuing a notification will compromise the efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.

ArtCenter community members are encouraged to notify Campus Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may present an immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus Security has the responsibility of responding to, and of requesting the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. Campus Security also has the responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the College community. If so, federal law requires that the College notify the campus community or the appropriate people who may be affected by the situation. Campus Security's alerts, email updates and posted bulletins help keep the campus population informed of security issues and possible situations that have arisen, such as dangerous wildlife observed on campus. In the event that a situation arises, either on or near campus, that in the judgment of the Chief of Campus Security, in consultation with the Senior Vice President and Chief Financial and Administrative Officer, constitutes an ongoing or continuing threat to members of the College community, a "timely warning" notice will be issued. Members of the College community who witness or learn of a crime or other serious incident on or near campus should contact Campus Security as soon as possible. Campus Security will collaborate with administrators to issue safety alerts. Patterns of crime developing within the campus community will be reported by Campus Security to the Pasadena Police Department as soon as possible. Significant crimes or events that occur off campus may pose a concern or serious continuing threat to the College community.

## Annual Security Report

ArtCenter prepares a report each year in compliance with federal law that discloses campus crime and certain security policies. The crime statistics are compiled using

reports made to Campus Safety, the Pasadena Police Department, deans and other College officials. A copy of the crime statistics is filed with the U.S. Department of Education and is available online [here](#).

The Annual Security Report is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. If you are unable to access the online report, you may obtain a copy by contacting the Director of Environmental Health and Safety.

## **College Use Rights—Works Created by Students**

Pursuant to the College's Intellectual Property Policy, ArtCenter will have, without compensation to the student, College Use Rights in works created by students in the course of their studies at ArtCenter.

See the [Intellectual Property Policy](#) for definitions and details regarding the College's use rights.

## **Communications Policy**

ArtCenter will use a variety of means to communicate with students, including [Inside ArtCenter](#), phone, postal mail, email and the College's website. For this reason, each student must have a local address and functioning phone number on file with Enrollment Services. Students are responsible for updating this information [online](#). Students will be held responsible for information mailed to the address on file even if that address has not been updated by the student.

ArtCenter uses email as an official form of communication with students. Every registered ArtCenter student is provided an Inside Mail account with an address in the form: [username@inside.artcenter.edu](#). It is the student's responsibility to check Inside Mail messages several times per week to ensure that these official communications are received. Important information such as policy changes, schedules and deadlines are sent to Inside Mail. In addition, faculty may choose to send information regarding courses and assignments to students' Inside Mail addresses. Students choosing to check their Inside Mail by means other than through this [link](#) do so at their own risk. If students set up IMAP or POP for Inside Mail and for some reason they do not receive their email, they are still responsible for the information. ArtCenter requires that students use the Inside Mail account for their ArtCenter official business to ensure that they receive all messages.

In keeping with safe security practices to protect your Inside ArtCenter student account, you are required to change your assigned default password given at orientation or registration by visiting ArtCenter's identity management site (ACID) [here](#). There you can change and manage your password any time you choose using a self-service model; all you need to do is choose at least two security questions. Changing your password only takes a minute. Remember, it is not just a good practice but a necessity to keep your information private. Additionally, you should never use a predictable password and never share your password with anyone.

Your Inside ArtCenter student account provides access to various technology resources around the campus, such as access to the computer labs and multiple services through Inside ArtCenter, including ability to access multiple services with a single password, it is all the more important to keep your account protected.

## Copyright and Peer-to-Peer File Sharing Policy

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, ArtCenter has adopted a policy on illegal sharing of intellectual property that prohibits students from engaging in copyright infringement. Any unauthorized distribution of copyrighted works is copyright infringement, pure and simple. While some peer-to-peer file sharing is perfectly legal if the work being shared is not copyrighted or is shared with the authorization of the copyright owner, all other unauthorized distribution of copyrighted material violates federal copyright laws.

The College currently employs network monitoring technology to manage network traffic and to ensure that the College's network use is the result of legal purposes only. As such, you are expected to comply with requests from Information Technology (IT), if contacted, to ensure that the College's network is utilized only for legal purposes.

Penalties for copyright infringement can include expulsion from the College and both civil and criminal penalties; anyone found liable for infringement may be ordered to pay either actual damages or statutory damages. For "willful" infringement, penalties increase substantially.

There are many legal alternatives to downloading music and video. Please see a current list of popular sites [here](#).

## Equal Opportunity

### Nondiscrimination Policy

ArtCenter has a long-standing commitment to promoting equal opportunities and will not engage in any unlawful discrimination against currently enrolled students, applicants and employees on the basis of race, color, ancestry, national origin, citizenship, religious creed, age, physical or mental disability, medical condition, genetic characteristic, pregnancy, marital status, veteran status, sex, sexual orientation, gender identity, transgender identity or any other characteristic protected by applicable state or federal law. Any such discrimination is unlawful and violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

- Incidents of discrimination, harassment and retaliation (DHR), other than sex and gender, should be reported using the [Grievance form](#).
- For incidents involving sex and/or gender, see reporting information under Sexual Misconduct and Title IX and contact Director of Title IX Compliance and Programs Brittany Raygoza, [Brittany.Raygoza@artcenter.edu](mailto:Brittany.Raygoza@artcenter.edu) or 626-396-2340.

## Family Education Rights and Privacy Act (FERPA)

### FERPA Student Privacy Rights

ArtCenter faculty and staff responsibilities to respect student confidentiality, protect student privacy, and safeguard records.

The Family Educational Rights and Privacy Act (FERPA) is a United States federal law that was enacted in 1974 (originally known as the Buckley Amendment) and has been updated many times since then. This law defines the controls and limits that govern working with student education records.

ArtCenter students have three primary rights under FERPA:

- The right to have some control over the disclosure of information contained in one's own education records;
- The right to inspect and review one's own education records (within 45 days of ArtCenter receiving a request for such access);
- The right to seek an amendment to one's own education records if they are inaccurate or misleading.

“Education records” are records that are directly related to the student and maintained by ArtCenter in any medium, possessed by any ArtCenter employee, with the exception of “directory information.”

## When does FERPA take effect?

FERPA transfers these rights to control privacy from parents to students when the student either turns 18 years old OR enrolls in postsecondary education (at any age). After this transfer of rights, the student must give ArtCenter written consent (each semester) to restrict or expand access to all non-directory information. (Specific additional constraints affect students who are claimed as financial dependents on a parent’s federal tax return.)

ArtCenter does not require a student’s consent in the following circumstances: when there is a health/safety emergency; when following orders of a judicial order or subpoena; to comply with any audit, institutional evaluation, or accreditation process; or whenever College officials have a legitimate educational interest to access student records.

## What is “personally identifiable information?”

These are data derived from education records that make a student’s identity easily traceable and include (but are not limited to): student name, names of family members, student address, address of family members, personal identifier numbers (like student IDs, social security, or passport numbers), indirect indicators (such as birth date, place of birth, mother’s maiden name), and even biometric records.

## What are not education records?

Examples of records that are not covered by FERPA include, but are not limited to: records that are private notes or maintained in the sole possession of an employee and are not accessible or released to any other employees; Campus Security or law enforcement records that are solely used for their purposes; employment records that are not available for any other purpose; treatment records maintained by any health care professional; information obtained after a person is no longer a student (e.g., alumni information); peer-graded assignments that have not been collected and recorded by ArtCenter; personal observations and conversations. Finally, anything ArtCenter defines as “Directory Information” is not an education record.

## What is included in “directory information?”

ArtCenter defines the following as directory information (and therefore does not need a student’s consent to release): student name, major field of study, enrollment

status (full-time, Lite term, internship, etc.), dates of attendance, participation in official activities, degrees earned, honors and awards received, and the most recent educational institution attended (prior to ArtCenter).

## What are “legitimate educational interests” that are exempt from a student’s written consent?

When faculty or staff are carrying out their duties as educators and administrators, they often have legitimate reasons to share student records. FERPA was not designed to make education cumbersome, but to protect student privacy. Generally, when performing assigned duties, it is permissible to discuss student records for the purposes of educating students, safeguarding their welfare, supporting their success, etc. Examples of these legitimate educational interests that do not require student consent to release information include, but are not limited to:

- Faculty discussing with the Disability Services Coordinator in the CSE any classroom accommodations for students with disabilities.
- Instructors discussing grades or grade changes with department chairs or Enrollment Services.
- Employees needing contact information to return lost supplies or found belongings to a student.
- Faculty or Staff who need to confirm the identity and enrollment status of a student who has been absent from classes.
- CARE Team members who need to resolve behavioral, academic, or personal concerns to support a student’s success.
- Submitting letters of recommendation that have no reference to any other personally identifiable education records.

In some additional specific circumstances (e.g., when violent, terrorist, or sex crimes are involved), ArtCenter may also choose to disclose relevant information to the proper authorities or to the public without student consent.

The purpose of FERPA is to protect students’ rights to privacy, not to impede their education or endanger their wellbeing.

## For More Information

Students are informed of their FERPA rights during new student orientation, and their rights are described in the

“Academic Policies and Procedures” section of the Student Handbook. Additional reminders may be communicated directly to students periodically.

Any complaints about alleged violations of FERPA may be directed to the United States Department of Education’s Family Policy Compliance Office (FPCO). Complaints must be filed within 180 days of the alleged violation, or an extension can be requested.

If the FPCO determines that ArtCenter has not complied with FERPA, the Secretary of the Department of Education may withhold payments to the College under any applicable federal program, issue a complaint to compel compliance through a cease- and-desist order, or terminate the College’s eligibility to receive federal funding. The Secretary will also provide the complainant and the College with written notice of any decision and the basis for its decision following any investigation. (Students have no right to file a private lawsuit to challenge alleged violations of FERPA.)

Additional information about FERPA and student privacy rights is available from the FPCO at: <https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

Institutional compliance with FERPA is coordinated by Enrollment Services. Any questions, comments, or concerns about FERPA should be directed to Enrollment Services at x2313.

## Freedom of Expression Policy

ArtCenter values and supports freedom of speech, thought, inquiry, and artistic expression for all of its students. The curricular and co-curricular practice of the College fosters and encourages open dialogue and learning through engagement of diverse perspectives of complex social, political, and artistic topics that are integrated into the creative exploration essential to any individual’s learning.

The College maintains that free expression and speech are an essential right of all students. This freedom may include viewpoints, images, ideas, language, and speech that challenge another person’s values, beliefs, or position in life. Different opinions and opposing viewpoints, including those that may even be viewed as offensive or disturbing, are valued as part of the learning environment and will be protected with the exception of unlawful harassment. The College expects that every student has the responsibility for respecting the rights of others to express their opinions as well as maintaining an awareness of the impact that their

opinions and expressions have on others. Additionally, as a private institution, ArtCenter maintains the right to regulate the manner in which students pursue free expression.

Students will be protected against expression, speech, and actions that target the safety of an individual or group, provoke violence, unlawfully discriminate against another individual or group, deny someone’s educational or employment access, or violate local, state, and/or federal laws or the College’s Non-Discrimination Policy. The College will investigate and make determinations about any actions that may or may not violate such laws and policies and/or that affect campus safety or the educational mission of the institution. Students who believe that their rights have been infringed upon should report the incident to the Assistant Dean of Students in the Center for the Student Experience to initiate a student code of conduct investigation or grievance. Additional assistance and support is available at any time by contacting Campus Security.

Questions about this policy may be directed to the [Center for the Student Experience](#).

## Grievance Procedure for Students

ArtCenter strives to be in compliance with College policies and all applicable federal, state, and local laws. If any student or applicant for admission believes that the College or members of its community may have acted in violation of its policies or may have failed to comply with applicable legal requirements, they are encouraged to file a Grievance with the College. It is the goal of the College to handle all grievances in a lawful, equitable, consistent, and confidential manner.

### Definitions

**Advisor:** any current student, faculty, or staff member; off-campus individuals, parents, or those without affiliation with the College cannot serve as advisors. Current faculty or staff cannot serve as advisors to their children. The Advisor can only be paid for their service by the College.

**Conciliator:** a person who acts as a mediator between two disputing people or groups.

**Chair:** Vice President of Student Affairs/Dean of Students or their appointee

**Respondent:** any person or group accused of violating ArtCenter policy or legal requirement.

**Complainant:** the Individual who makes the complaint.

## Other Violations

Sexual harassment, sexual violence, other sexual misconduct, or discrimination related to gender should be reported to the Title IX Coordinator Brittany Raygoza (626-396-2340 or [Brittany.Raygoza@arcenter.edu](mailto:Brittany.Raygoza@arcenter.edu)). Title IX has special reporting and investigation procedures. Student Code of Conduct violations should be reported to the Associate Director of Student Conduct at .....

## Unfair Treatment

Students who believe that they have been treated unfairly by other students, staff, or faculty must complete a [grievance form](#) on Inside.ArtCenter.edu.

## Non-Retaliation for Reporting Misconduct

No student will be discriminated against or retaliated against for reporting what they, in good faith, believe to constitute a violation of any College policy or legal requirement.

## Reporting Procedure

Students must file the grievance in writing. Including what allegedly happened, when and where it occurred, the parties involved (if known), and what policy or law was violated.

Grievances should be submitted within 90 days from when the alleged incident occurred, or within 90 days after the complainant knew or should have known about the alleged incident or violation. If there is reasonable cause the time may be extended for up to 365 days from the alleged incident. Civil rights violations may be reported within the time limitation imposed by statute.

## Informal Grievance Procedure

1. Upon filling a complaint, the Grievance will be assigned to the appropriate Conciliator:
  - a. If the Respondent is a student, it will be assigned to the Associate Director of Student Conduct.
  - b. If the Respondent is a staff or faculty member it will be assigned to the Associate Vice President, Employee Experience and Engagement.
    - i. If the Grievance is against the Associate Vice President, Employee Experience and Engagement, the Vice President of Employee Experience and Engagement will appoint an alternate Conciliator.
2. The Conciliator shall refer the student to the appropriate person(s) at ArtCenter to try to work out the problem in an informal way. If appropriate, the Conciliator will also initiate contact with any other

party involved to try to resolve the Grievance. The Conciliator will keep the student informed of developments during these preliminary stages.

3. A student may appeal a determination based on at least one of these four criteria:
  - a. The resolution is not appropriate for the offense.
  - b. The Grievance procedures were not followed, resulting in significant prejudice to the student.
  - c. In the exercise of reasonable diligence, new relevant evidence that could not have been produced at the time is available.
  - d. The decision is not supported by evidence.

All requests for appeals must be in writing, setting forth the basis for the appeal with specificity. Appeals must be delivered to the Vice President of Student Affairs/Dean of Students, with a copy to the Conciliator, within five business days of the date that the student received the decision from the Conciliator.

## Formal Grievance Procedure

Depending on the nature of the grievance some cases will directly be reviewed using the Formal Grievance Procedure. Appeals for informal grievances are also brought to the Grievance Committee.

1. The Chair of the Committee shall distribute grievance information to each member of the Committee.
2. Complainants or Respondents who fail to appear will have their case heard in their absence. Failure to appear or failure to for complaint or witness to appear does not constitute grounds for appeals. Evidence introduced after a decision on the case has already been made does not constitute new information merely because the Complaint or Respondent was absent.
3. The Committee will hold a hearing at a time agreeable to the student in a timely manner, but no later than 15 business days after the Committee receives the request for appeal.
4. Hearings are private. However, the Respondent and Complainant are each entitled to bring an Advisor to the hearing to help support and guide them during the hearing. The Advisor's role is not to represent the Complainant or Respondent or to question any witnesses in the hearing. The Respondent and the Complainant are responsible for presenting their own information. Therefore, Advisors are only permitted to speak or participate directly in any hearing if determined by the Chair.
5. The Chair may request to hear testimony from other individuals who may have relevant information to provide or may have been named in the Grievance by the student. The Complainant shall be notified in writing of any such individuals who have been invited



to testify. The Complainant or Respondent may also request the Chair call other person to present information or call for other relevant documents. Such requests will be granted if the Chair believes that the presentation of additional witnesses or documents will provide relevant evidence that will be instrumental in the committee making a determination.

6. The Complainant and Respondent have the right to hear all information presented verbally to the Committee and to receive a copy of all relevant documents considered by the Committee.
7. The Complainant and Respondent are encouraged to submit written questions to the Committee on information presented by others who have testified and on documents considered by the Committee.
8. The Committee shall make a determination based on a review of the evidence presented.
9. The Chair shall communicate findings to the student within five business days of the conclusion of the hearing, unless otherwise specified in writing. This determination is final and may not be appealed.

## Grievance Committee Membership

Depending on the circumstance of the Grievance, the Grievance Committee may consist of the Provost, Vice President of Employee Experience and Engagement, the Vice President of Student Affairs/Dean of Students, Associate Dean of Students/Director of the Center for the Student Experience, and other appointees.

No member may serve on a case in which they were in any way personally involved. Members shall excuse themselves if there is a conflict of interest between themselves and any of the parties or witnesses.

The Complainant and Respondent are entitled to challenge one or more members of the Committee with respect to impartiality. The Chair will rule on such challenges.

## California State Reporting Option

Students also may contact the Bureau for Private Postsecondary Education for a review of a complaint. The Bureau may be contacted at:

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
916 431-6924  
[bppe.ca.gov](http://bppe.ca.gov)

# Intellectual Property Policy

ArtCenter has established this Intellectual Property Policy to promote a varied and rich educational experience by

ensuring that ideas can be freely exchanged, but with an understanding that work product can have value. By attending, teaching at or otherwise being employed by ArtCenter and participating in the educational process, all members of the ArtCenter community agree to abide by this Intellectual Property Policy.

## Definitions

**Student(s):** individuals are considered Students when they are enrolled in “for credit” or “not for credit” courses or classes at ArtCenter whether full-time, part-time, matriculated, or non-matriculated.

**Faculty:** individuals are considered Faculty when employed or otherwise compensated to lecture, teach or develop materials related to “for credit” or “not for credit” courses, classes, or curriculum at ArtCenter. Faculty also includes library faculty, visiting scholars/lecturers, and individuals holding faculty rank and status at ArtCenter while engaged in research or other projects.

**Staff:** all individuals employed by the College, full-time or part-time, and including workers hired on a temporary basis, are considered Staff other than when acting in the capacity of Student or Faculty. Students are considered Staff for works created as part of work-study or teaching assistantship assignments. Staff shall also include all volunteer contractors servicing the ArtCenter community, except for individuals acting within their capacity as members of the Board of Trustees.

**Intellectual Property Rights:** All legally protectable intellectual property rights, including copyright, patent, trademark, service mark, and trade secret, excluding any Use Rights provided under this Intellectual Property Policy.

**Works:** All works of authorship, artistic works, inventions, and other such work products to which Intellectual Property Rights may attach, including:

- **Works:** Works created by faculty or students in the course of their individual scholarly, academic, and artistic pursuits and in the scope of their respective employment or student status at the College, including instructional materials produced by faculty for use in the course of classroom and studio activities, works of art or scholarship produced by faculty or students in the course of classroom and studio activities, and the like.
- **Sponsored Works:** Works created by faculty or students with the sponsorship or other special support of the College or an external entity, including works created in classes sponsored by external entities. **College-Commissioned Works:** Works created by faculty or students at the specific request

of the College and not in the course of their individual scholarly, academic, and artistic pursuits, including materials created for use in or as special College publications and promotional materials, logos, graphic or other designs, commemorative items, and the like.

- **Administrative and Other Works:** Works created by faculty in the course and scope of their employment other than Scholarly and Artistic, Sponsored, and College-Commissioned Works, including evaluations of student work, correspondence and memos, materials prepared in connection with work on College committees, materials created for use in routine College bulletins, brochures, and catalogs, and the like; and Works created by staff (including student employees) in the course and scope of their employment.

**Use Rights:** The non-exclusive, royalty-free, perpetual, and irrevocable rights of a specified party to make specified uses of specified Works, with appropriate attribution, in those cases in which the specified party does not exclusively hold the Intellectual Property Rights to those Works, including:

- **Faculty Use Rights:** Use Rights of faculty to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition; and to make photographic or similar representational reproductions of their students' Works, and to distribute, display, perform, and otherwise use those reproductions, for noncommercial educational and scholarly purposes and as examples of their students' work.
- **Student Use Rights:** Use Rights of students to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition.
- **College Use Rights:** Use Rights of the College to make photographic or similar representational reproductions of faculty and student Works located at or made available to the College, and to distribute, display, perform, and otherwise use those reproductions, for the purposes of education and scholarship, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for inclusion in its permanent collection and/or archives.

**Computer Software:** Computer software is defined as anything executable in a computer such as, for example, computer programs, source code, source code listings,

design details, algorithms, processes, flow charts, formulae and related material that would enable the software to be reproduced, recreated or recompiled, computer data bases and documentation. Computer software is covered separately in ArtCenter's Technology Information Policy.

## Ownership of Work

**General Premise:** Except as otherwise specified in this policy, faculty and students generally retain their rights in anything created while attending or employed by ArtCenter.

**Group Works:** If students create work as a group, the students jointly own the work. Each joint owner will have Student Use Rights. However, any commercialization must be agreed to by all members of the group, including submitting the work for any competitions or contests. No individual member of a group will arbitrarily or unreasonably holdback his or her approval of a license for commercialization or submission.

**Input and Comment:** Recognizing that learning is enhanced by the free exchange of ideas, mere advice, comment or input will not be considered as resulting in any ownership rights in another student's or faculty's work. *As a condition to participating in the academic environment, students and faculty agree that such advice, general ideas and input may be freely used by anyone for any purpose at any time without accounting to, or any obligation to compensate, any of the others as a result of such use.*

**Rights of ArtCenter in Student Work:** ArtCenter will have, without compensation to the student, College Use Rights in works created by students in the course of their studies at ArtCenter.

**Sponsored Works and Other Projects Involving Outside Partners:** In order to provide unique educational opportunities, ArtCenter collaborates with outside partners to support a variety of activities, including, but not limited to sponsored projects, workshops, and funded research. Partners participate in the educational process, either directly or indirectly, creating opportunities for valuable exchange of ideas and perspectives. *As a condition to participating in these projects, faculty and students grant certain rights to ArtCenter and such outside sponsors. Appropriate contractual documents will be deployed on a case-by-case basis. See the Office of Educational Partnerships for more information.*

**Faculty Led Research Not Involving Outside Sponsors:** Work created in faculty-led research projects not involving outside sponsors will be jointly owned by faculty member and student research assistants. ArtCenter will have,

without compensation to the faculty or students, College Use Rights in the works created in faculty-led research projects.

**Coursework:** Faculty own the syllabi, lectures and teaching materials they create. ArtCenter will have, without additional compensation, College Use Rights for syllabi, whether or not additional compensation has been given to the faculty member for purposes of developing course or teaching materials. Faculty will not have any ownership rights in the student work or learning outcomes specified by the course description.

**Lectures:** Faculty and Visiting Lecturers own the contents of their lectures. All public lectures may be recorded provided that a signed release is obtained. ArtCenter's rights to use such lectures shall be governed by the terms of the signed release. Such a release will generally provide that ArtCenter will have, without the payment of compensation, the non-exclusive, royalty-free, perpetual, and irrevocable right to (i) use the recordings and transcripts of the recordings, in whole or in part, for teaching and research purposes; and (ii) to use, reproduce, display and exhibit such lecture, in whole or in part, on its website, and other promotional or educational collateral.

**College-Commissioned Works:** ArtCenter shall own all College-Commissioned Works. Faculty shall not have Faculty Use Rights and students shall not have Student Use Rights in College-Commissioned Works.

**Administrative and Other Works:** ArtCenter shall own all Administrative and Other Works. Faculty shall not have Faculty Use Rights and students shall not have Student Use Rights in Administrative and Other Works.

**Modification by Agreement with Respect to Particular Works:** It is anticipated that the relevant parties may on occasion wish to modify the allocation of ownership and usage rights provided by the general rules with respect to specific Works, particularly in cases involving Sponsored Works. The relevant parties may do so if the party whose normal rights under the applicable general rule would be restricted agrees to the desired modification. If the relevant parties are unable to reach agreement, the allocation of ownership and usage rights provided by the relevant general rule will remain in effect.

## Brands and Logos

**Removal of Brands:** ArtCenter may remove brands from any photographs or other reproductions of branded works that ArtCenter displays, reproduces and/or exhibits in publications about ArtCenter, on its website or otherwise.

## Online Courses

Except as otherwise provided by any other policy or in a written agreement signed by ArtCenter and the participating faculty, the faculty retains ownership of materials prepared for ArtCenter Online Courses. ArtCenter may negotiate ownership when significant use will be or has been made of the Institute's resources. If student course work is placed on the ArtCenter Online Courses site based on its College Use Rights, then copyright in the work remains with the student with a perpetual, non-revocable, worldwide license granted to ArtCenter. Faculty and students shall disclose to ArtCenter whether any of the materials they create are based on the works of others and require licenses to make the material openly available on the Web. ArtCenter will promptly remove any material that is determined to be infringing on the rights of others.

## Use of Copyrighted Materials

To teach, members of the ArtCenter faculty often find it necessary to make available to their students copyrighted material other than textbooks. Frequently the best way to do that is to copy such material and distribute it to the students. Additionally, student may need to use copyrighted material to prepare coursework or other projects to complete assigned tasks. The Copyright Act of 1976, 17 U. S. C. § 1 et seq. (effective January 1, 1978), provides for duplication of copyrighted materials of others where the copying is considered a "fair use" of the material.

To facilitate legitimate copying by ArtCenter faculty, staff and students within the purview of the Copyright Act while carrying out educational, research, creative and scholarly pursuits, ArtCenter is publishing this copyright policy statement. This statement presents ArtCenter College of Design's criteria for copying copyrighted materials.

1. Policy Statement and Regulatory Compliance,
  - It is the policy of ArtCenter College of Design that all members of the ArtCenter community must comply with United States Copyright Law.
  - Copyrighted materials may be copied freely by the owner of the copyright on the materials.
2. Fair Use Standards
  - Faculty, staff and students are permitted to use and duplicate copyrighted materials of other parties for educational and classroom uses, provided such activities are within the fair use standard, 17 U. S. C. § 107. The fair use standard requires consideration and balancing by ArtCenter faculty, staff and students of the following factors to determine if duplication or use by a third party constitutes a fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes.  
Non-profit educational purposes, such as duplication for classroom purposes rather than commercial purposes, often support a finding of fair use.
2. Nature of the copyrighted work.  
Is the work published or unpublished, fact or fiction? Published factual works, such as form books, dictionaries or other factual works, by their nature more readily support a finding of fair use than do unpublished works or non-factual, fictional, creative works.
3. Amount and substantiality of the portion used in relation to the copyrighted work as a whole.  
If the portion of the work copied or used in relation to the entire work is quantitatively and qualitatively insignificant that supports a finding of fair use. No specific number of words or percentage copied of the work is set as being permissible. However, see the “safe harbor” guidelines discussed below. Copying of a minor portion of a work may be found to be other than a fair use if the portion constitutes the essence or critical part of the copied or used work.
4. The effect of the use upon the potential market for or value of the copyrighted work.  
This factor is considered the most important element to be considered under the fair use analysis. Duplication or use of a copyrighted work that is not detrimental to and does not diminish the potential market for the work will support a finding of fair use.
5. The copyright holder explicitly releases the published materials from strict observance of the law.  
Frequently publishers, particularly association and scholarly publishers, will exempt educational uses of their materials from strict observance of the copyright law. Exemptions must be stated within the published materials. In such cases, it is permissible to copy the materials without permission or recompense, up to and including the limits set by the publishers, even when they exceed fair use requirements. On the other hand, a publisher may not claim rights in published

materials, which exceed those established under law. Though such claims may be made, faculty, staff and student are under no legal obligation to follow them.

6. The faculty, staff or student has obtained the right to use the materials in writing from the copyright holder who has explicitly released them for stated classroom or research purposes.  
Notwithstanding the limitations of the law, publishers generally have established copyright clearance offices and standard practices to allow for educational uses in excess of legal limitations. Frequently, publishers will not ask for payment and all that is required is a written request for permission to use materials for classroom purposes.
  7. a). Duplication of materials for profit. b). Duplication of material from published textbooks. c). Duplication of unpublished materials. d). Duplication of computer software for multiple use. e). Duplication of the same materials for classroom use term after term. The following duplication activity generally will not per se constitute fair use and should not be engaged in by ArtCenter faculty, staff or students without permission from the copyright owner.
3. “Safe Harbor” Guidelines
    - Fair use analysis is, in many circumstances, a complex and difficult analysis. As an alternative, private organizations representing educational institutions, authors and publishers have developed an Agreement On Guidelines For Classroom Copying In Not-For-Profit Educational Institutions With Respect To Books And Periodicals; representatives of music publishers and music teachers have developed Guidelines For The Educational Uses Of Music; and representatives of educational institutions, copyright proprietor and creative guilds have developed Guidelines For Off-Air Recording of Broadcast Programming For Educational Purposes. These three guidelines provide a “safe harbor” with regard to fair use, in that any copying or use within these guidelines should be well within the limits of fair use, although other broader activities may also be within the fair use doctrine. These three established guidelines are available in the Library, at ArtCenter and on ArtCenter’s Web site.
  4. Compliance with Copyright
    - ArtCenter faculty and staff desiring to use copyrighted materials are responsible for

ensuring compliance with applicable copyright law, including making an initial good faith determination as to whether or not the desired use falls within the fair use exemption. In the event of genuine doubt regarding the application of copyright law, ArtCenter faculty and staff should consult with the Office of the Provost regarding such matters. ArtCenter does not assume legal responsibility for any independent application of copyright principles made by ArtCenter faculty or staff that are not in good faith or that do not otherwise comply with this policy or the guidance provided by or determinations made by the Office of the Provost. Permissions must be obtained in all instances where ArtCenter faculty or staff determines in good faith that the desired use exceeds fair use or other applicable limitations on the rights of copyright owners.

1. If any ArtCenter faculty or staff has reason to believe that the copyright owner will contend that the proposed use exceeds fair use, then, prior to such use or promptly upon learning of the owner's contention, the ArtCenter faculty or staff will notify the Office of the Provost, and the Office of the Provost will make a determination regarding the proposed use. Faculty and staff will likewise notify the Office of the Provost if they have any reason to believe that there exists any dispute relating to the use or proposed use of copyrighted material, and the Office of the Provost will make a determination regarding the dispute. The Office of the Provost will promptly consider all disputed matters relating to use of copyrighted materials by ArtCenter faculty or staff and will make any determinations required within a reasonable time.
2. If any ArtCenter faculty or staff has reason to believe that the copyright owner will contend that the proposed use exceeds fair use, then, prior to such use or promptly upon learning of the owner's contention, the ArtCenter faculty or staff will notify the Office of the Provost, and the Office of the Provost will make a determination regarding the proposed use. Faculty and staff will likewise notify the Office of the Provost if they have any reason to believe that there exists any dispute relating to the use or proposed use of copyrighted material, and the Office of the Provost will make a determination regarding the

dispute. The Office of the Provost will promptly consider all disputed matters relating to use of copyrighted materials by ArtCenter faculty or staff and will make any determinations required within a reasonable time.

3. Students are expected to individually, within the context of the Student Code of Conduct and other applicable ArtCenter Rules and Regulations, act responsibly and ethically by applying fair use principles to the completion of their activities and projects. ArtCenter does not assume legal responsibility for violations of applicable copyright law by students who are not employees of ArtCenter. Students who are employees of ArtCenter and who are acting in their capacity as employees, are subject to all provisions of this Policy relating to faculty and staff.

### Creating a Course Reader

It is ArtCenter's that all material contained in course readers, must have prior permission from copyright owners.

To create a course reader (more than 50 pages, multiple articles), faculty must submit to the department coordinator collated masters with a bibliography (Reader Worksheet) that contains the following information (if applicable): Author/Editor/Translator of source, ISBN#, Volume, Edition, Publisher and Year, Book/Journal Title, Chapter/Article Name, Author of Article, Starting and Ending pages, and total number of pages. Articles will then be sent for copyright approval, photocopied, and bound. Obtaining such approval may take time, and faculty should submit the proposed course reader sufficiently in advance of the proposed use. Students will be able to purchase the readers in the student store.

### Derivative Works

A "derivative work" is a work based upon one or more pre-existing works, such as a translation, musical arrangement, dramatization, fictionalization, motion picture version, sound recording, art reproduction, abridgment, condensation, or any other form in which a work may be recast, transformed, or adapted. A work consisting of editorial revisions, annotations, elaborations, or other modifications which, as a whole, represent an original work of authorship, is a "derivative work".

Faculty and students acknowledge that work done while attending ArtCenter can be the basis for derivative works now and in the future. To that end faculty and students grant to ArtCenter, future faculty and future students the right to

prepare or create new versions of any work created while at ArtCenter for non-commercial purposes only under the Creative Commons Attribution Non-Commercial Share Alike 3.0 license. All applicable rights in these derivative works will be vested in the faculty and students that create the derivative work, with proper attribution to the original author.

The development of computer software is not covered under the general intellectual property policy, but is separately addressed in the ArtCenter's Information Technology Policy.

## ArtCenter Owned Intellectual Property

The underlying premise and purpose of ArtCenter is not to own the intellectual property of faculty or students but, in some instances, ArtCenter does obtain rights to course materials, and other intellectual property. On a case by case basis ArtCenter may make such intellectual property freely and openly available to others for non-commercial educational purposes, and grant the right to anyone to use the materials, either "as is," or in a modified form under the Creative Commons Attribution Non-Commercial Share Alike 3.0 license ("ArtCenter Creative Common Licensed Materials"). ArtCenter shall clearly identify materials it is making available as ArtCenter Creative Common Licensed Materials, and in such an instance, there is no restriction on how a user can modify such materials for the user's purpose. ArtCenter Creative Common Licensed Materials may be edited, translated, combined with someone else's materials, reformatted, or changed in any other way. However, there are three requirements that a third party user must meet to use such materials:

- Non-commercial Use of ArtCenter Creative Common Licensed Materials: Use of ArtCenter Creative Common Licensed Materials is open to all except for persons or profit-making entities who charge a fee for access to educational materials. ArtCenter Creative Common Licensed Materials may not be sold by any nonprofit entity except as permitted under the Commons Attribution Non-Commercial Share Alike 3.0 license.
- Attribution: Any and all use or reuse of the material, including use of derivative works (new materials that incorporate or draw on the original materials), must be attributed to ArtCenter and, if a faculty member's or student's name is associated with the material, to that person as well.
- Share alike (aka "copyleft"): Any publication or distribution of original or derivative works, including production of electronic or printed class materials or placement of materials on a Web site, must offer the

works freely and openly to others under the same terms that ArtCenter first made the works available to the user.

If you would like to use ArtCenter College of Design materials please contact the Office of the Provost.

## Use of ArtCenter College of Design Name

"ArtCenter College of Design", and its logos and seal are trademarks of ArtCenter College of Design. Except for purposes of attribution as required for materials made available under our Creative Commons License, no person or entity may use ArtCenter's names or logos, or any variations thereof, without prior written consent of ArtCenter. ArtCenter prohibits the use of its name in any of its forms and ArtCenter's seals or logos for promotional purposes, or in any way that deliberately or inadvertently claims, suggests, or in ArtCenter's sole judgment gives the appearance or impression of a relationship with or endorsement by ArtCenter College of Design.

## Citation Policy

If you reuse or repost ArtCenter materials you must give proper attribution to the original ArtCenter faculty or student author(s). Please utilize the following citation:

Name], [Course Title], [Term]. (ArtCenter College of Design, Pasadena, California), [URL] (Accessed [Date]). License: Creative commons BY-NC-SA

Example:

Jane Doe, Advanced Graphic Studio 1, Spring 2010. (ArtCenter College of Design), [artcenter.edu/catalog](http://artcenter.edu/catalog) (Accessed February 24, 2010). License: Creative commons BY-NC-SA

## Procedures

This policy will be administered by the Office of the Provost. The Office of the Provost will establish reasonable procedures to be adopted by the College to ensure compliance with this policy, including a procedure for considering in a timely manner any questions, objections, complaints, or other challenges arising from or relating to this policy. The Office of the Provost will also create and maintain a set of "Frequently Asked Questions" providing additional information about specific applications of this policy and about intellectual property law and rights generally.

This policy is complete and effective as of the publication date set out above, and may be amended from time to time by ArtCenter in consultation with faculty and staff. This

policy and all amendments will be published by and made available through the Office of the Provost. Amendments will be effective as of their date of publication.

## Misrepresentation Policy

ArtCenter College of Design is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency or to the Department of Education. Misleading statements includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

Any violation of this directive will be taken seriously and the College will ensure that it is not repeated.

## On Campus Promotion and Poster Policy

Flyers, posters, signs and other physical items are frequently used at ArtCenter to communicate and promote various events and activities to the ArtCenter community. The College has outlined this policy to help maintain consistency and manage the source, content and timing of these promotions. Lack of proper management over these promotions can negatively impact our environment, lead to proliferation, create clutter, confusion and disrupt priority messaging and events the College needs to communicate to its constituencies.

Any requested exceptions to these protocols may be made to the appropriate dean or vice president in consultation with the College's Marketing and Communications Division.

## General Guidelines

Facilities may remove all posters from a wall or posting area at any time.

Typically, interior and exterior walls are cleared, cleaned and often painted during breaks between terms. In addition, it may be necessary to clear a wall or posting area during the term for use by a class, to display student work, for renovation/construction or some other purpose as determined by the College.

Posters on campus should:

- promote an ArtCenter event;
- promote an ArtCenter activity;
- arrange a meet-up;
- provide information about a course or course section;
- relate to a campus or sponsored group;
- offer a limited time student opportunity;
- promote a research opportunity or request (must be in conjunction with a class with the instructor's permission); and/or
- pertain to a specific offering

Unless part of a class project and authorized by the department, posters that do not fit into one of these categories are not permitted. In addition, any content/materials must meet the criteria as outlined below:

ArtCenter encourages free expression and protects academic freedom. We acknowledge that a robust exchange of ideas may at times be contentious or offensive to some. With these principles in mind, we remind people posting promotional material on campus that we will not tolerate hateful speech or content directed at an individual or group of people. Please see ArtCenter's [Freedom of Expression Policy](#) for additional information.

## Who can post and for what purpose?

Members of the ArtCenter community regarding ArtCenter-related matters.

## For ArtCenter College and Institutional Messaging:

- Posters must be approved in advance by Marketing and Communications.
- All creative and content must adhere to ArtCenter Brand and Branding guidelines or another subset guideline preapproved by MarCom.

## For Official ArtCenter Departments, Divisions and Programs:

- Posters must be approved by the dean or director of the division or department or chair of the Department.
- All creative and content must adhere to ArtCenter Brand and Branding guidelines, or other subset guidelines preapproved by MarCom, and compliant with other existing policies.
- A courtesy share of creative should be sent to Marketing and Communications via email to [marcom@artcenter.edu](mailto:marcom@artcenter.edu).
- Final designs for all postings must be approved by the sponsoring department and must include the sponsoring department's name and contact information to be posted on campus. Any materials lacking the name of a sponsoring group, office or department may be removed and discarded.
- The sponsoring department should be the academic or administrative department involved in the subject of the poster. If you are unclear who the appropriate department is or believe you don't have one, you can contact [marcom@artcenter.edu](mailto:marcom@artcenter.edu) for guidance or approval.

## Student clubs or organizations:

- Posters must be approved by the Center for the Student Experience (CSE), and follow all guidelines set forth for club posters.

## Members of the ArtCenter community (faculty/staff/students) regarding non-ArtCenter related matters:

Members of our community occasionally publicize non-College-related off-campus events, such as a gallery show or opening. ArtCenter may permit these types of promotional posters as long as they adhere to protocols contained in this policy, including approval from a sponsoring department or office and contact information.

- The sponsoring department should be the academic or administrative department involved in the subject of the poster. If you are unclear who the appropriate department is or believe you don't have one, you can contact [marcom@artcenter.edu](mailto:marcom@artcenter.edu) for guidance or approval.

## Third parties offering goods or services to ArtCenter community:

Not permitted to post on campus. They may contact CSE to post on the electronic housing board or CPD to post a job opportunity on ArtCenter Connect.

## Poster basics

- Announcements should only be posted in the appropriate locations on campus— See Posting Locations:
  - [870 Building Posting Zones](#)
  - [950 Building Posting Zones](#)
  - [1111 Building Posting Zones](#)
  - [Ellwood Building Posting Zones](#)
- All existing bulletin boards can retain their locations and content. They are not covered under this policy.
- All posters must include an event date or remove-by date on the poster.
- All posters must be removed within 15 days of posting or within a week after the event being advertised, whichever is shorter.
- All posters must include a contact individual and contact information (can be a QR code) in addition to the sponsoring department or office.
- Posters and flyers may not exceed 11 x 17.

## Permissions and Approvals

- Final designs for all postings must be approved by the sponsoring department and must include the sponsoring department's name and contact information to be posted on campus. Any materials lacking the name of a sponsoring group may be removed and discarded.
  - The sponsoring department should be the academic or administrative department involved in the subject of the poster. If you are unclear who the appropriate department is or believe you don't have one, you can contact [marcom@artcenter.edu](mailto:marcom@artcenter.edu) for guidance or approval.
- Flyers and Posters should also provide information (or links to information) on how to obtain accommodations and accessibility for events or activities.
  - Example: "[ORGANIZATION or DEPT NAME] is committed to making our events accessible to everyone. If you require an accommodation or service to fully participate, please contact [NAME at EMAIL, PHONE NUMBER] at least [#] days prior to the event."



## Posting Locations

- Posting locations in each building are indicated on the attached diagrams. The walls will also be marked where posting is allowed. Do not post outside of these locations.
- No posting in or on elevators.
- No posting in stairwells due to Fire department codes (flammable material in egress paths).
- Do not post on glass or windows (a very limited exception at Hillside for event directional signage which must be removed promptly after the event).
- Do not post in restrooms or on cars.
- Do not post outside or on the exterior of any building.
- Do not post on doors
  - Exception for notices to class (instructor ill, for example) or messages posted by the occupant of the office.
- Please be mindful of posting conventions or preferences at different campus locations.
- Maintain sufficient space between the displayed work and other posters to ensure the posters do not detract or create confusion, and please do not post on top of other items.
- Do not post in high-traffic bottleneck locations where people stopping to read posters could be a safety hazard.
- Use the fewest number of pieces for effective advertising and do not post multiple copies in any one location.
- Do not obstruct or otherwise interfere with building way-finding or emergency signage.
- Security will remove non-complying posters.
- Posting privileges may be revoked for failure to adhere to guidelines.
- Departments with defined areas of the College (Employee Experience, Entertainment Design, Spatial Experience Design, Illustration, Graphic Design, for example) may post their own departmental notices within those locations. Please make sure it is clear that the notice is in relation to your department.
- Existing bulletin boards may continue to be used as they are now.

## Types of poster materials, and non-poster promotional materials:

- Individuals are urged to use sustainable materials and consider electronic media such as Inside News, the Student Bulletin and Campus Digital Signage to reduce environmental impact and minimize clutter.
- A-frames and sandwich boards (with or without posters) may only be placed on campus if they are sponsored by a registered student organization, or for an official event.

- Posters on sticks are not permitted because of damage to grass, sod, vegetation and potential injury to pedestrian traffic.
- Appropriate drafting dots must be used to minimize wall damage when removing. Available at the [Student Store](#).

For approvals, exceptions, questions contact:

Security at [campussecurity@artcenter.edu](mailto:campussecurity@artcenter.edu)

Marketing and Communications at [marcom@artcenter.edu](mailto:marcom@artcenter.edu)

CSE at [cse@artcenter.edu](mailto:cse@artcenter.edu)

## Photographing Students and Student Work

Photographs of students and/or their work, individually or in groups, are often taken at the College by photographers working under the direction of Marketing and Communications or other administrative departments. The College reserves the right to make use of these photographs in whatever manner it finds appropriate, including promoting the College.

## Rights of Pregnant and Parenting Students

### 1. Rationale for Policy

#### A. Policy Statement

ArtCenter College of Design (“ArtCenter” or “the College”) is committed to maintaining an inclusive community that is supportive of all students. As defined by ArtCenter’s [Sexual Misconduct Policy](#), the College prohibits harassment and discrimination on the basis of sex, in accordance with Title IX of the Higher Education Amendments of 1972 (“Title IX”), which prohibits discrimination on the basis of sex in education programs and activities. Specifically, in compliance with Title IX, ArtCenter does not unlawfully discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of that student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from such conditions. ArtCenter is committed to providing relevant resources and accommodations, including granting appropriate leave, for the period of time deemed medically necessary by the student’s physician, ensuring that the student is reinstated to the same status they had prior to the leave.

This Policy has been developed to specifically outline the rights of pregnant and parenting students, as a part of ArtCenter’s ongoing efforts to ensure the protection and equal treatment of students who are pregnant, who are

living with pregnancy-related conditions, and who identify as new parents. ArtCenter fully recognizes that pregnancy is not a disability. In terms of institutional assistance, students who are pregnant can expect similar accommodations and support as an individual with a temporary disability. As described in this Policy, ArtCenter will take reasonable steps to ensure that students have opportunities for academic adjustments as necessary, including ensuring that a student does not lose academic progress or access to their course catalog when taking a leave of absence or medical leave related to pregnancy or parenting status.

## B. Scope of Policy

This Policy applies to all ArtCenter students in all aspects of ArtCenter's educational programs and activities, which includes, but is not limited to, admissions related activities, extracurricular activities, student employment, etc.

For the purposes of this Policy, the term "parenting" refers to raising a child in a reasonably immediate post-partum period. "Reasonable accommodations" are changes to a student's academic environment or typical operations to enable a pregnant student or a student with pregnancy-related conditions to continue to pursue their education at ArtCenter, thereby ensuring equal access to the College's education program or activity. Such accommodations are provided following coordination with appropriate ArtCenter administrators and when deemed a medical necessity by the student's selected health care provider.

## C. Enforcement of Policy

The Center for the Student Experience (CSE) and the Title IX Office work collaboratively to ensure equal access for students under Title IX. General questions about this Policy and available supportive measures should be directed to the Title IX Coordinator:

Title IX Coordinator  
Brittany Raygoza  
Director of Title IX Compliance and Programs  
[Brittany.raygoza@artcenter.edu](mailto:Brittany.raygoza@artcenter.edu)  
626 396-2340

The point of contact within the CSE regarding this Policy and other issues of student equity is:

Jessica Krause  
Associate Director for Student Equity  
[Jessica.krause@artcenter.edu](mailto:Jessica.krause@artcenter.edu)  
626 396-2323

## 2. Non-Discrimination and Reasonable Accommodation

Title IX specifically prohibits discrimination against or harassment of students who are pregnant, have just given birth, or are experiencing pregnancy-related conditions. ArtCenter is committed to providing a safe environment for such students to continue their academic program free of harassment and discrimination and without limitations due to pregnancy or related conditions.

### A. Accommodations for Students Affected by Pregnancy, Childbirth or Related Conditions

ArtCenter College of Design is committed to providing reasonable accommodations for students affected by pregnancy, childbirth, or related conditions. ArtCenter and its faculty and staff will not require students to limit their participation in education programs and activities or take a leave of absence as a result of pregnancy or pregnancy-related conditions. As such, ArtCenter is committed to providing the following reasonable accommodations:

1. Students affected by pregnancy, childbirth, or related conditions will receive benefits and services no less than those provided to students with temporary medical conditions.
2. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations designed to help them continue in their academic coursework without limitations or disadvantages due to their condition.
3. ArtCenter will not impose artificial deadlines or time limitations on students' requests for reasonable accommodations, but the College is limited in its ability to impact or implement accommodations retroactively.
4. Reasonable accommodations may include, but are not limited to:
  1. Adjustments/accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy, such as allowing the student to maintain a safe distance from hazardous substances;
  2. Modifications to the physical environment, such as accessible seating;
  3. Mobility support;
  4. Granting breaks from class (in person or online) to use the restroom or adjust the physical body;
  5. Extended deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
  6. Offering remote learning options when available and appropriate;

7. Not academically penalizing for medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member or department);
8. Granting a leave of absence per ArtCenter's Medical Leave Policy or implementing incomplete grades for classes that will be resumed as a future date; or
9. Allowing breastfeeding students reasonable time and space to pump breast milk in private, clean, and reasonably accessible Lactation Rooms, which are available on both Hillside and South Campuses. Each lactation room is a private locking space with a sink, small counter/table, lounge-type chair, carpet, mirror, electrical outlet, phone, and a refrigerator for storing breast milk. Students can gain key access to these locked facilities by contacting the Title IX Office, Center for the Student Experience or Human Resources. Reservations are not required for use of Lactation Rooms. More information on Lactation Rooms is available for students, faculty, and staff on the [Title IX Inside page](#).

Students may seek assistance from the Center for the Student Experience or the Title IX Office for the above accommodations. ArtCenter will treat pregnancy, childbirth, and related conditions in the same manner as temporary disabilities. This means that pregnant students will be treated by ArtCenter the same as a student who is experiencing a temporary disability, and will receive similar options and resources. The College may require a pregnant student or student who has given birth to submit medical certification for participation in any program only if the program also requires such certification from all students with other conditions requiring the attention of a physician. Options for online course completion, make-up assignments, and extended deadlines will be employed similar to how they are utilized with students experiencing other temporary medical conditions.

Information about pregnant students' requests for accommodations will be kept private and only shared with faculty and staff to the extent necessary to provide the reasonable accommodations or adjustments to the students' schedule. Any ArtCenter employee who receives this information will regard it as private and will not disclose the information unless necessary. The Title IX Coordinator takes responsibility for the appropriate documentation of reasonable accommodations under this policy.

Students are encouraged to communicate with their faculty members and relevant departments listed in Section 1C of this Policy to determine a plan for how to best address

conditions as pregnancy progresses, anticipate any changes to reasonable accommodations and effectively remain on track with academic progress as comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

## B. Academic Leave of Absence

As long as students can maintain appropriate academic progress, ArtCenter does not require students experiencing pregnancy, childbirth, or related medical conditions to take a leave of absence, limit their academic course load, or withdraw. Pregnant and parenting students interested in taking a leave of absence may do so under the College's Leave of Absence (LOA) Policy or Medical and Psychological Leave Policy. Students taking a leave of absence under this Policy are asked to provide notice of their intent to take leave as soon as practicable, so that the College may work with them to make appropriate arrangements for their leave and return. Students who are not the birth parent may also be granted a leave of absence. Students are not required to reapply to the College unless they have not attended courses for two or more years.

Students intending to take a Leave of Absence (LOA) or Withdrawal from ArtCenter must complete and submit a Leave of Absence Request or a Withdrawal form, both available in Enrollment Services. International students may have additional requirements or restrictions on LOA processes and must meet with the International Student Advisor prior to taking a LOA or Withdrawal from ArtCenter. As described in the Student Handbook, a LOA or Withdrawal is effective according to the date that the form was approved and signed by Enrollment Services. Students who are enrolled in ArtCenter Extension that are intending to withdraw from ACX classes must submit a Change of Program form, available through the ACX office. Taking a LOA or Withdrawal from ArtCenter may have financial implications, as by law, the Financial Aid office must refund certain kinds of aid (government grants, loans, ArtCenter scholarships, etc.) to their respective sources if a student is not enrolled at ArtCenter. Students are welcome to discuss this with the College prior to their leave. Students on a LOA who withdraw or take a term off from the College are not covered by student health insurance. The Center for the Student Experience can provide students with information about alternative insurance options, including the option of purchasing the school's health insurance plan.

To the extent possible, ArtCenter will take reasonable steps to ensure that students who take a leave under this Policy are able to return to their academic program in the same status as when the leave began, without a tuition penalty or academic penalty. Tuition penalties do not include regularly scheduled tuition raises. Continuation of students' scholarships or similar College-sponsored funding during

the leave term will depend on the students' registration status and the policies governing the scholarship or funding program. ArtCenter is committed to ensuring that students will not forfeit their future eligibility for scholarships or College-sponsored funding by exercising their rights under this policy.

### C. Student Employee Leave

Students who are employed by ArtCenter are entitled to protections under the Family and Medical Leave Act. For employment purposes, including any relevant leave or benefits, pregnancy and related conditions are treated as any other temporary disability. Students may take a leave of absence from their ArtCenter positions following applicable policy. Students who are also full-time or part-time employees should work with the Title IX Office and Human Resources to arrange for a medical leave of absence or work-related accommodations as necessary.

### D. Modified Academic Responsibilities for Parenting Students

1. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of birth or adoption of a child or placement of a foster child may request an academic modification period during the first [X] months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity of extraordinary caretaking/parenting responsibilities.
2. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Title IX Office, the Center for the Student Experience, and the appropriate academic department(s).
3. Students seeking a period of modified academic responsibilities may consult with their department chair or with the Title IX Office to determine appropriate academic accommodations requests. The Title IX Office will communicate all requests under this policy to students' department chairs or directors and coordinate accommodation-related efforts with the academic department unless the students specifically requests otherwise. Students are encouraged to work with their advisors and faculty members to reschedule course assignments, projects, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once authorization is received from the Title IX Office and the Center for the Student Experience. If, for any reason, caretaking/parenting students are not able to work with their faculty members to obtain appropriate

modifications, students should alert the Title IX Office and/or the Center for the Student Experience as soon as possible, and these offices will help facilitate needed accommodations and modifications.

4. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
5. While receiving academic modifications, students will remain registered and retain benefits accordingly.

### E. Additional Protections Against Discrimination

Title IX specifically prohibits discrimination against or harassment of students who are pregnant, have just given birth, or have pregnancy-related medical conditions such as false pregnancy, termination of pregnancy, recovery from any of these conditions, or those who take a leave of actions due to the birth or adoption of a child. ArtCenter prohibits discrimination on these bases in Section 5 of the College's [Sexual Misconduct Policy](#). Prohibition of harassment or discrimination applies to all classes, co-curricular programs, opportunities for student leadership, or other aspects of the College's education program and activities. Retaliation is also prohibited under the [Sexual Misconduct Policy](#). Any student who believes that they have experienced harassment or discrimination because they are pregnant, have pregnancy-related conditions, or have taken or sought a parental leave should contact the Title IX Coordinator.

## 3. Application of Policy

### A. Policy Application

This Policy is effective on May 26, 2021. The College reserves the right to make changes to this Policy as necessary, and once those changes are posted online, they are in effect. This Policy will be reviewed and updated annually by the Title IX Coordinator.

Inquiries about the application of Title IX at ArtCenter may be referred to ArtCenter's Title IX Coordinator and/or to the [Assistant Secretary for Civil Rights at the U.S. Department of Education](#). Questions about this Policy or reports of potential violations of this Policy may be made at any time, including outside of business hours, to:

Title IX Coordinator  
Brittany Raygoza  
Director of Title IX Compliance and Programs  
[Brittany.raygoza@artcenter.edu](mailto:Brittany.raygoza@artcenter.edu)  
626 396-2340

In addition to reporting to the Title IX Coordinator, students may file a complaint with the Office for Civil Rights ("OCR") within the Department of Education:

Office for Civil Rights (OCR) Headquarters  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: 800 421-3481  
Facsimile: 202 453-6012  
TDD#: 877 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
[Web](#)

Office for Civil Rights, California Office  
U.S. Department of Education  
50 United Nations Plaza  
Mail Box 1200, Room 1545  
San Francisco, CA 94102  
Phone: 415 486-5555  
Fax: 415 486-5570  
TDY: 800 877-8339  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)  
[Web](#)

## B. Updated Resources

Additional information about Title IX and relevant resources may be found [here](#).

All students are encouraged to familiarize themselves with the [Sexual Misconduct Policy](#), Lactation Room locations, and gender inclusive restroom locations, all outlined on the [Title IX Inside Page](#).

## Social Media Policy

ArtCenter has established these standards and rules that must be followed by anyone posting, approving, or otherwise engaging in social media on behalf of the College or on ArtCenter's social media accounts. This policy applies to all ArtCenter department, office, and institutional social media accounts (i.e., College-sponsored accounts). These accounts must be in compliance with all applicable laws, such as those pertaining to defamation, privacy, and intellectual property. Individual students and employees may be held personally liable for offending content. Remember when you are posting on an ArtCenter social media account, that you are speaking on behalf of and representing the institution, not yourself.

**Primary institutional accounts managed by the Marketing and Communications department ("Marcom:") are as follows:**

Instagram: [@artcenteredu](#) and [@artcenterlife](#)  
[Facebook](#)  
[Twitter](#)  
[TikTok](#)  
[LinkedIn](#)

## Do not post threats or hate, racist, or harassing speech.

- Do not post hate speech, threats of violence, or racial epithets.
- Do not use social media platforms to harass or demean others.
- Do not use social media to post or display comments that are vulgar, obscene, threatening, intimidating, untrue, or that violate the College's policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- Do not post any information or conduct any online activity that may violate local, state, or federal law. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media.
- In any use of social media on behalf of ArtCenter, employees—including faculty, staff, and student employees—must follow applicable state and federal requirements including, but not limited to, those regarding student and employee privacy.
- Do not post private information about individuals, such as about students, employees, and alumni.

## Wait for guidance before posting during disruption of campus operations

- Marcom is responsible for all outgoing communications from the College during a local, state, or campus emergency, or while campus operations are disrupted for any reason,
- Messages are developed in coordination with the Executive Cabinet, Senior Leadership, and/or the Emergency Response Team.
- Do not post information relating to campus operations or emergency situations on institutional accounts without guidance from Marcom.
- Re-posting information which is posted on the primary institutional accounts is permitted.

## Do not post political positions

- As a non-profit organization, ArtCenter is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elected public office. The College may promote only non-partisan voter education or registration activities.

## Do not post College confidential information

- Do not post confidential or proprietary information about ArtCenter, including but not limited to, financial

information, future business performance and business plans, business and brand strategies, and information that constitutes or relates to the College's trade secrets.

- All College rules regarding confidential or proprietary information and personal information, including the College's System Security Policies and Procedures, are applicable to all social media channels and platforms, including blogs and social networking sites. For example, any information that may not be disclosed through a conversation, a note, a letter, or an e-mail also may not be disclosed on a social media platform. This includes private or direct messaging on any social media platform.

## Do not violate copyright and intellectual property rights

- Respect the copyright and intellectual property ("IP") rights of others and of the College. For guidance, consult ArtCenter's intellectual property policy. Never post artwork that incorporates someone else's IP (creative work) if it hasn't been properly licensed for use by the College because that poses potential legal risk to the College. It is the responsibility of the artist/designer/filmmaker who is using someone else's work to secure appropriate permissions.

## Do not fundraise

- As a non-profit organization, the College is prohibited from promoting third-party fundraising and individual crowd-funding efforts.
- Do not solicit funds or donations on social media for the College, your department or office, or any individual at the College, including yourself.
- Do not promote individual or other organizations' fundraising efforts.
- Any fundraising activities must be conducted in consultation with the Development Department.

## Ownership of institutional accounts

- All social media accounts created by College employees on behalf of the College remain the property of ArtCenter. Account information, including passwords and email addresses linked to a specific social media account, should be stored in a secured location (e.g., a Google doc or ArtCenter email address) that the College has access to. This information must also be provided to Marcom.

## Management of institutional accounts

- Marcom will maintain a list of College-sponsored social media pages and sites.

- Departments or College units that have a social media presence or would like to start one must notify Marcom.
- Any College-sponsored account must follow ArtCenter's branding guidelines which can be found at [artcenter.edu/identity](http://artcenter.edu/identity). This includes but is not limited to the use of the official dot logo, font, color, and other branding assets.
- College-sponsored accounts should present a professional aesthetic befitting their affiliation with an art and design institution. Images should be sized properly for each platform and graphics should be clear, accessible and align with identity guidelines.
- Nomenclature for account handles should avoid the use of special characters and should follow the following format wherever possible: `artcenterproduct`, `artcentercreativedirection`, `artcentercpd`.
- All College-sponsored social media sites must designate a full-time employee responsible for monitoring the site and ensuring that the content is accurate and reasonably current.
- Out-of-date or unmonitored social media sites must be removed or deactivated.

## Enforcement

- These policies are enforced by Marcom which reserves the right to edit or delete disparaging, inappropriate, or offensive posts, including content that violates ArtCenter policy or federal or state law.
- Any individual or department who falls out of compliance is subject to disciplinary action, including the potential suspension of any social media or online presence created by the individual or department.

## Social Media Privacy Policy

Under Education Code Section 99121, ArtCenter is prohibited from requiring or requesting that a student, prospective student, or student group do any of the following: (a) disclose to ArtCenter a username or password for accessing personal social media; (b) access personal social media in the presence of an ArtCenter employee or representative; or (c) divulge any personal social media information to ArtCenter.

Under Education Code Section 99120, "social media" is defined as "an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations."

# Student Academic Policy Appeals Process

## Appeals

The purpose of the Student Academic Policy Appeals Process is to hear student petitions for an exception to specific student academic policies. Under most conditions, the appeals that will be heard are for circumstances when deadlines for turning in forms are not met by a student. Policies that can be appealed are:

- Leave of Absence
- ArtCenter Lite Term
- Incomplete Grade
- Independent Study
- Course Withdrawal
- Grade Change Deadline

Other academic policy appeals can be heard if deemed appropriate by the Petitions Committee. The Committee will not hear appeals for instructional and grading decisions made by course instructors. Specific complaints and concerns regarding grading should be addressed by the student to the instructor and/or appropriate academic department

## Committee Membership

The Student Academic Policy Petitions Committee will be constituted as a sub-committee of the Student Academic Policy Committee. The Student Academic Policy Petitions Committee will serve as the appeals hearing board. Appeals hearings will be facilitated by one of the two Committee co-chairs. The Director of Enrollment Services and Registrar or designee will be responsible for presenting the appeals, following up with a decision letter, and ensuring that documentation is led in the student le as well as in the Committee records.

## Appeal Procedure

Students are required to complete the Petition for Exception to Academic Policy. Petitions are to be submitted to the Assistant Registrar or designee in the Enrollment Services office. The petition form is available from Enrollment Services. Students must attach supporting documentation to their petitions. Only written petitions will be accepted. The Committee will not hear oral appeals from students.

## Notice of Results

All responses to appeal petitions will be issued in writing to the petitioner by the appointed chair. Responses will be mailed to the address on le with ArtCenter. A copy of the

response letter will be kept in the Committee records and the student le. Any decision rendered by the Committee will be final. In the event that the Committee is unable to meet in a timely manner to hear the appeal, the Associate Provost for Student Affairs/Dean of Students reserves the right to hear the appeal.

## Student Records

Please refer to the [Family Educational Rights and Privacy Act \(FERPA\)](#) policy for student rights regarding their education records.

## Legal Name Change

Changes to external records require a legal name and/or gender change. Current students who have changed their legal name should notify Enrollment Services. Once a legal name and/or gender change has been secured, documentation must be provided to Enrollment Services and campus directories will be updated with the legal name and/or gender change.

For more information on how to secure a legal name change please visit this [website](#).

## Chosen Name Policy

It is the policy of ArtCenter that any current student or employee may choose a first name in addition to the legal name within the College's internal information systems. The chosen first name shall be used in College communications and reporting, except where the use of the legal name is required. Similarly, any current student or employee may choose to identify a gender for internal use, except where the use of a previously assigned gender is required. Please see the [Chosen Name and Gender Policy](#) for details.

## Transcript of Academic Record

An academic transcript is documentation of a student's permanent academic record, and includes all courses taken, all grades received, all honors received and degree conferred. The Enrollment Services office maintains academic transcripts of course work for college-approved credit and releases academic record transcripts in compliance with the Family Educational Rights and Privacy Act (FERPA).

Official transcripts can be requested through the [Transcript Ordering Center](#) from the National Student Clearinghouse.

# Tobacco-Free and Smoke-Free Campus Policy

ArtCenter College of Design (ArtCenter) is committed to providing a safe and healthy working and learning environment for our students, faculty and staff on its campuses. To that end, it hereby adopts a Tobacco- and Smoke-Free Campus Policy effective January 1, 2019.

ArtCenter adopts this policy to protect the public health and welfare by prohibiting smoking, including the use of electronic nicotine delivery systems (also known as vapes or e-cigarettes), on ArtCenter campuses; to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and to encourage a healthier, more productive learning environment for all members of our campus community.

## Policy

ArtCenter campuses shall be entirely tobacco- and smoke-free effective January 1, 2019.

The Tobacco- and Smoke-Free Campus Policy applies to all ArtCenter facilities, property and vehicles, owned or leased, regardless of location. No smoking will be allowed anywhere on our campuses, including all indoor and outdoor spaces. This policy applies to all students, faculty, staff and other persons on campus, regardless of the purpose for their visit.

Cigarettes and tobacco products, including but not limited to vapes, electronic cigarettes, cigars, pipes, hookahs and chewing tobacco shall not be used, sold or distributed as samples on campus grounds, either in vending machines or any area on campus.

No tobacco or electronic smoking device related advertising or sponsorship shall be permitted on ArtCenter property, at ArtCenter-sponsored events or in publications produced by ArtCenter, with the exception of advertising in a newspaper or magazine that is not produced by ArtCenter and which is lawfully sold, bought or distributed on ArtCenter property. Further exceptions exist for the depiction of smoking and tobacco use in artistic works created by students for the purpose of storytelling and character development.

This policy supplements and further restricts tobacco use as outlined in municipal codes established by the State of California and the City of Pasadena.

Questions regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

## Resources

In enacting this policy, ArtCenter has ensured our student and employee health insurance plans include cessation resources to support students, faculty and staff who want to quit smoking. Please contact the Center for the Student Experience (CSE) or Human Resources (HR) for support.

## Enforcement

We are initiating this policy to address the overall health and wellness of our community and its environment. ArtCenter does not require students, faculty and staff to quit using tobacco products, however, we do expect individuals to follow the policy while on campus.

While the College's Tobacco- and Smoke-Free Policy is not meant to be punitive, repeat offenses may become a student or employee conduct issue and referred to CSE or HR.

The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers alike. All students, faculty and staff share in the responsibility for adhering to and enforcing it.

# Vaccination Policies Effective September 1, 2021

## Vaccination Policy for Students

ArtCenter currently does not require any vaccinations from students. New students must submit the results of a recent Tuberculosis test when admitted.

# Student Life





# ArtCenter Student Government (ACSG)

ArtCenter Student Government (ACSG) is dedicated to improving all aspects of the student experience at ArtCenter. As elected representatives of the student body, ACSG members serve on College-wide committees as liaisons to the administration, communicate policy changes to the student body, act as the student voice, plan programs, and facilitate communication between academic departments. ACSG includes an executive board, representatives from all departments, and the Student Activities Board, which sponsors some traditional campus programs. For more information on ACSG goals, membership, elections and responsibilities, please see the ACSG page on [Inside ArtCenter](#).

## Center for Diversity, Equity and Inclusion

The Center for Diversity, Equity and Inclusion at ArtCenter College of Design involves students, alumni, faculty and staff, as well as external communities, in robust research, exhibitions, symposia, lectures and curricular expansion on issues of diversity, equity and inclusion in art and design.

### Mission

The Center for diversity, equity and inclusion advocates for and maintains an inclusive and equitable climate across all aspects of life at ArtCenter College of Design, working within and with our community to shape a healthy, collaborative and culturally diverse environment that champions respect and unwavering harmony through responsive discourse, action and education; setting a solid and unbiased foundation for all ArtCenter student's academic success and professional development.

### Vision

The office seeks to prepare the designers, artists and innovative leaders of the future with the tools to become global creative catalysts for a world where every product, system, environment, film and artwork effectuates a more accessible, inclusive, culturally diverse and equitable way of life for all.

### Programming & Events

DEI is proud to work closely with all ArtCenter academic departments, as well as external partners locally and globally to bring vibrant and meaningful diversity programming to the ArtCenter community.

We create and support collaborative and transformative activities in the service of the College's values of Diversity, Equity & Inclusion that are designed to break new ground through practice, scholarship and pedagogy.

Our programming involves students, alumni, faculty and staff, as well as external communities, in robust research, exhibitions, symposia, lectures and curricular expansion on issues of diversity, equity and inclusion in art and design.

DEI EVENTS RSVP - <https://elink.io/p/artcenterdei-rsvp>

Check back often for updates on our online programming and events!

### Student Creativists

[DEI Creativists](#) are a team of activist-minded student workers who channel their creativity to make change throughout ArtCenter. The Creativists come from all walks of life, all backgrounds and are encouraged to bring their full selves to their role.

If you're interested in becoming a Creativist, please email [dei@artcenter.edu](mailto:dei@artcenter.edu) for more information.

### Connect

#### OFFICE HOURS

The DEI Department holds virtual office hours by appointment, Monday - Friday.

Please email us at [dei@artcenter.edu](mailto:dei@artcenter.edu) to set up an appointment time. We look forward to chatting with you!

#### MEET THE TEAM

Dr. Aaron Bruce, VP & Chief Diversity Officer - [aaron.bruce@artcenter.edu](mailto:aaron.bruce@artcenter.edu)

Steven Butler, Creative Operations Manager - [steven.butler@artcenter.edu](mailto:steven.butler@artcenter.edu)

Myra Whittington - Coordinator - [myra.whittington@artcenter.edu](mailto:myra.whittington@artcenter.edu)

#### KEEP IN TOUCH

Email - [DEI@artcenter.edu](mailto:DEI@artcenter.edu)

Website - [ArtCenterDEI.com](http://ArtCenterDEI.com)

[Instagram](#)

[Facebook](#)

[Twitter](#)

[Youtube](#)

## Sporting and Recreational Activities and Equipment

Volleyballs, Frisbees, bocce balls, basketballs, soccer balls and a croquet set are available for sign-out from the Tool Crib. The best Frisbee-throwing areas are the canyon lawn west of the Hillside Campus Bridge, or the meadow at the south end of the building. Please do not play Frisbee or football around the Café patio or near the sculptures in the Sculpture Garden, as injuries can occur while chasing Frisbees or balls down the slope. Always wear shoes. Basketball is not permitted in the Sculpture Garden when the area is used for overflow parking.

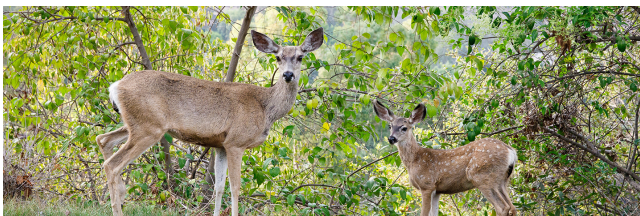
## Student Organizations

Student organizations provide opportunities for social and professional networking, as well as leadership development opportunities. Each term registered student organizations explore a plethora of interests including social networking, community service, ethnic/cultural diversity, academics, sustainability and entrepreneurship. The CSE encourages and fosters the growth of student organizations on campus by offering meet-and-greets, workshops and structured policies.

### Registration

All returning and new student organizations must register by Friday of Week 2 each term to be considered active. The College encourages students to exercise leadership and autonomy in developing, recruiting, holding events and surveying student interests. Once registered, student organizations must submit a general poster with student organization contact information, meeting times and sponsorship; follow through in planning required activities; select a faculty/staff advisor; and adhere to all policies set forth by the College. "Active Status" allows the groups to receive a budget, print for free in CSE for organization-related activities, post on campus and reserve locations.

## Campus and Facilities



## Campus Locations and Maps

ArtCenter has two campuses in Pasadena California. Pasadena is located about 30 miles (45–60 minutes) from Los Angeles International Airport (LAX) and about 16 miles (30 minutes) from Hollywood Burbank Airport (BUR).

### Maps

[Campus Locations](#)

[Driving Directions](#)

### Hillside Campus

Located on 165 wooded acres in Pasadena, this modernist steel-and-glass structure has been home to ArtCenter since 1976.

### Maps

[Hillside Campus](#)

[Ellwood Building](#)

### South Campus

Established in 2004, this evolving complex includes a historic supersonic wind tunnel, a former post office facility and a renovated office building.

### Maps

[South Campus](#)

[870 Building](#)

[908 Building](#)

[950 Building](#)

[1111 Building](#)

## Campus Access and Parking

### ArtCenter ID

[You will need an ArtCenter ID to be on campus.](#)

As a part of the College's commitment and strategy to ensuring the safety and security and improving our services to students at all campus locations, all students, faculty and staff are required to obtain and carry ArtCenter-issued photo identification that can also be used to access facilities.

Most campus building perimeter access points will require ArtCenter ID access. You do not need to touch the ID reader when you swipe. Please do not hold the door open for others; each person should produce a unique swipe.

#### Student Replacement ID Request Form

Students are issued identification cards during New Student Orientation. Students who do not receive a permanent ID card at registration should contact the Enrollment Services office to have one issued. There is a \$15 replacement fee for lost ID cards. Use [this form](#) to request a replacement ID.

### ArtCenter Shuttle

The ArtCenter shuttle is a FREE shuttle service for all students, faculty and staff! The shuttle conveniently stops at each campus location with proximity to all buildings and to the [Metro](#) Gold Line at Memorial Park, Del Mar and Fillmore Stations. Each shuttle stop is designated by ArtCenter canopies.

[Shuttle Route](#)  
[Shuttle Schedule](#)

### Shuttle App

You can download the TripShot App (Navigation) in the Apple Store or Google Play Store for live shuttle service tracking, schedule and route information.

- Service Name: ArtCenter
- Select "Log in with ArtCenter"
- Use your @artcenter.edu credentials to sign in
- Start using TripShot to track schedules and shuttles in real-time!

To view the live shuttle tracker on the TripShot App, open the app:

- Select "Routes"
- Choose "Northbound" or "Southbound"
- Select the Map Icon at the top of the screen and the live shuttle tracker will appear

You can also check the TripShot ArtCenter website for live tracking, schedule and route information: [Click here](#)

- Select "Log in with ArtCenter"

- Enter your ArtCenter credentials and password

### Bicycles, Mobility Devices and Skateboards

At Hillside Campus, racks for bicycles are provided in the north parking lot and on Photo Drive.

At South Campus, racks are located in the parking lots, near the main entrance to the 870 and 950 buildings.

Bicycles are only allowed in buildings (with permission) for use as studio props. The use of mobility- type devices including, but not limited to, skateboards, rollerblades or roller skates is not permitted on campus. Use of these items in any of the campus buildings, recklessly or otherwise, will result in confiscation.

For questions, please contact Campus Security (626 396-2299).

### Carpool Registration

Students who are interested in forming carpools, or are already participating in one, are encouraged to register with Campus Security. Each group will be issued a Rideshare decal, and only those groups may park in the specially marked carpool spaces in the student lot. These decals are issued on a first-come, first-served basis. You must have a rideshare partner when parking in a carpool space. Single riders can be cited and fined for parking in a carpool space.

### Distressed Vehicle Assistance

Jumper cables are available for check out at the Campus Security Command Center. Student identification must be presented at the time the request is made. Due to liability with the possibility of damage or loss, Campus Security or Campus Facilities will not jump-start your vehicle, issue any gasoline for your vehicle or move your vehicle in any way. A telephone is provided at the front reception for emergency use. If you need to leave your car overnight, you must contact Campus Security for authorization.

### Parking

#### Parking Permits

Students, faculty and staff must display a current hang tag on any vehicle parked on campus. Hang tags are issued to a vehicle (not individuals) so you must obtain a separate tag for any vehicle you park on campus. New students are given an opportunity to register their vehicle(s) during Orientation. Staff and faculty should register their vehicle(s) with Campus Security when they onboard. Forms may be picked up at the Security front desk in any building or you can register online.

Report any lost hang tags to Campus Security.

Replacement hang tags can be obtained at the Command Center. You will need a copy of your vehicle registration and your ArtCenter ID. For occasional use of an unregistered vehicle (such as a loaner or rental vehicle), check in with the Security Desk after parking.

Vehicles that are not displaying hang tags after Week 2 of each term may be subject to towing at the expense of the vehicle owner.

### Visitor Parking

Please let Security know if you are expecting visitors to campus. Visitors park in the South (Student) Parking Lot at Hillside and any available lot at South Campus. All visitors should sign in with Security at the front desk of the building they are visiting.

### Overnight Parking

Overnight parking is not allowed on either campus. You must be physically on campus between the hours of 11 p.m.–7 a.m. in order to park on campus. In the event of vehicle trouble, please notify Security before leaving campus. Any vehicle left overnight without approval will be cited and a notice to tow will be placed on the vehicle. After 72 hours, the vehicle will be towed off campus, at owner's expense. Click on link below to request for overnight parking.

### Parking Reminders

- Do not park in red zones. These marked curbs are for emergency vehicles only.
- The Reserved Parking Lot at Hillside is for guests only and spaces must be reserved with Security. Students, faculty and staff are not permitted to park in this lot.
- Staff and Faculty can access the Staff/Faculty Lot at Hillside with their ArtCenter ID/key card.
- Do not park in marked Handicap spots without a valid state-issued handicap placard.
- Loading zones are restricted to 30 minutes for loading and unloading only.
- Please watch out for deer when driving on campus.
- Be respectful of our neighbors when coming to and from Hillside Campus and obey posted speed limits.
- E.V. Parking spots are designated for actively charging vehicles only. Please be mindful of others and move your vehicle after charging.

### Photo Drive

The north side of Photo Drive has a red curb and there is no parking allowed at any time. The south side of Photo Drive has a yellow curb designated for loading and unloading only.

Parking beneath the bridge is not allowed at any time. U-Haul trucks and large vehicles are permitted to load and unload but must be moved as soon as possible. You will be directed to a designated parking space in the student lot, which will allow you to park the U-Haul or large vehicle after it has been unloaded. The south side of Photo Drive must be kept clear at all times to allow access to carts so that they may unload and load at the designated yellow curb.

Carts are available from the Educational Media Equipment Center to help students transport equipment more efficiently. Students will be required to present their ArtCenter ID card in order to check out carts. Film students who need to use Photo Drive for grip trucks will need to submit their requests to the Film Office in advance and obtain, complete and file the appropriate paperwork.

Time limits will be strictly enforced and penalties applied to students in violation of this policy.

### Driving in Our Neighborhood

The Hillside Campus is located in a residential community and our South Campus locations are areas with substantial foot traffic. Please observe the traffic laws and posted speed limits while driving in the neighborhood. If the College receives a substantiated report that a student has been driving recklessly or speeding on the public streets around campus, the College reserves the right to take action, which, at the College's sole discretion, may include a fine and/or suspension or revocation of campus driving privileges or other privileges. Reckless driving may result in referral of the student to the Assistant Dean of Students for a violation of ArtCenter's policies as set forth in the Student Code of Conduct.

## **Facilities**

### ArtCenter Student Store

It's not your typical campus bookstore. Yes, ArtCenter's Student Store sells textbooks and apparel, but you'll also find discounted art and school supplies, educationally priced hardware, and a uniquely curated selection of art books and magazines to get your creative juices flowing.

Our Student Store is also certified as an authorized Apple campus store, allowing students to test-drive Apple products, take advantage of special offers and get ongoing service, support and repairs from our certified Apple Technicians.

### Bruce Heavin Media Production Studio

The Bruce Heavin Media Production Studio was established to support online learning and create greater

awareness of the College. This is achieved in a number of ways, including a new series of videos that tell the stories of our alumni, faculty and students; video capture of on campus lectures; and the development of online course offerings.

The studio boasts a state-of-the-art film stage, audio/visual technology, sound isolation rooms, editing bays and a viewing lounge. The Studio is intended to support the College in delivering online learning experiences.

## CMTEL

Dedicated to design research, Color, Materials and Trends Exploration Laboratory (CMTEL) hosts classes, lectures, workshops and projects with an emphasis on color, materials, trends and technology.

Courses that take place inside the lab include material explorations, lighting technologies, trend insights and designing for sustainability. Using CMTEL's resources, students and others have developed material sample collections for more than 150 manufacturers. CMTEL has also become a vital resource for the College's Design Storms— one- to three-day intensive, innovative workshops during which ArtCenter students and faculty collaborate with sponsoring partners to explore a material technology or future market opportunity. Additionally, ArtCenter's student-led EcoCouncil holds weekly meetings here, discussing issues, sharing resources and developing special projects based on responsible design.

CMTEL was founded in 2006 with the generous support of \$2 million from the Nokia Corporation.

## Community Garden

For information about the community garden located on the Hillside Campus, please contact Facilities, or speak with a member of the Garden Club.

## Computer Labs

The Computer Lab office has instituted the following policies to ensure that equipment is available when needed and that students are able to complete their work without unnecessary distractions. If you have any comments or suggestions regarding these policies, please contact the lab office (626 396-2240).

Students rely on the computer labs to provide them with proper tools, as well as a proper environment, to successfully complete their course work. Because the labs serve many students in a shared space, please act in a manner that is considerate of fellow students and treat each

other with mutual respect and courtesy. Inappropriate behavior may result in a student being reported for disciplinary action and/ or removal from the lab.

## Computer Lab Policies

### Introduction

The ArtCenter College of Design is comprised of several academic departments reliant upon Technology services to students and faculty. This document outlines the policies which govern specifically the computing labs areas on both the Hillside and South Campuses. In every lab, there will be a list of Lab Policies, as well as a list of Infractions and Fines. Please take the time to read through them to gain an understanding of the rules we try to enforce in the Computer Labs

### Purpose

Computing assets represent a significant investment for the school. Security of these assets is essential as they further the mission of the College. This policy states the privileges and responsibilities of those persons who utilize these resources/areas and those who are responsible for ensuring the safety of students. In conjunction with the other College offices, the Technology organization establishes and enforces the policies outlined here.

### General Usage

- It is the user's responsibility to remember this information.
- The use of ArtCenter College of Design computer resources is a privilege, not a right.
- It is the user's responsibility to protect his/her account password.
- Users are not allowed to share accounts or passwords. Any user discovered sharing accounts will have access privileges suspended and will be reported to the Administration for appropriate action.
- Be respectful of other lab users, student assistants, staff lab equipment, and areas at all times.
- Computers logged in unattended are not permitted.
- When activity is alleged or detected that breaks any ArtCenter College of Design policy, the Computing Labs staff will pursue the owner of that account and take the appropriate action as outlined in this document. This may include contacting Campus Security/Safety and/or the Dean of Students.
- Access to the computers or computer-related equipment in the computer labs is limited to current ArtCenter students with paid universal access fees, and faculty/staff members with valid ArtCenter College of Design IDs. Visitors may use the labs as part of officially sanctioned college events.

- All noise levels (including talking, music, muffled headphone noise, etc) in the lab should be kept to a minimum so that others are not disturbed. The computer labs should be considered a study environment.
- Users are to clean up the area around the computer used as they leave.
- Lab staff on duty will be available to advise users with computer problems and how to perform computer-related tasks but are NOT available to assist with users' academic work or other college-related tasks. Students may contact a student TA (teaching assistant for this purpose). The college maintains the supervised Open Lab for students to master course-related skills and complete course assignments. When all computers are being used and students are waiting for an available computer, the following rules apply:
- Guests (and alumni) shall leave when asked to on a First In First Out (FIFO) basis and be replaced by a waiting student.
- Although students are guaranteed six-hour of lab time, after guests (and alumni) are replaced, students who have been using computers for more than 1 hour are asked to leave on a FIFO basis and are replaced by a waiting student. The replaced student may now go to the end of the line to wait for an open computer.
- Only course-related work may be performed when others are waiting for an available computer.
- To respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, or misrepresent others, unless explicitly authorized to do so by those users.
- By using any computer in the ArtCenter College of Design computer labs you agree to abide by this policy.

## Lab Policies

- Food and drinks are not permitted in any lab .
- Studio materials in the lab, including but not limited to, Xacto knives, sprays, and paint, are not allowed.
- Students are not permitted to install, modify or delete any software on lab computers.
- All Equipment in the computer labs is not to be removed, modified, relocated, or disassembled without permission from lab staff.
- Recreational use of computers is not permitted when others are waiting. Example: recreational web surfing, recreational e-mail, chatting, games, etc.
- Problems with computer lab equipment are to be reported to the lab personnel immediately, who must in turn enter the problem into the TrackIt helpdesk

database system. Students may also submit a help ticket to [helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) or drop a note in the area suggestion boxes.

- Computers are available to students only during computer lab hours of operation (as posted in the various areas) and when no classes are scheduled in a classroom. Computers are available on a first-come-first-serve basis. Labs hours may also be retrieved from the lab office at the start of each term.
- Because the computer labs are a limited high demand facility, rendering of files during the day is not allowed unless otherwise authorized by the lab staff. Jobs may be submitted to the lab office to the student render farm during the day for processing.
- All work left on servers must be backed up multiple times on student-owned devices after usage or to student home directories! The computer lab is not responsible for lost work.
- Defeating software security systems will be treated as a serious offense requiring action from the Dean of Student Affairs.

## Internet and Network Policies

- Internet access is provided for educational use only. Visiting sites (viewing or printing) of inappropriate nature or that may be considered offensive by other individuals is not considered acceptable use of this service at ArtCenter.
- Sending/Posting harassing messages or repeatedly sending/posting unwanted messages (electronic or paper) to others is prohibited.
- You may not connect any personal electronic equipment to the college network without prior authorization from the Computing Labs staff. Student-owned laptops are OK.
- You may not attempt to intercept, analyze, record, or tamper with network data packets. ArtCenter College of Design computing labs may not be used for illegal or disruptive purposes.
- Art Center College of Design computing labs may not be used for illegal or disruptive purposes. Examples of illegal or disruptive purposes include, but are not limited to:
  - Intentional harassment of other users.
  - Consuming alcoholic beverages.
  - Intentional destruction of or damage to equipment, software, or data belonging to ArtCenter College or other users.
  - Intentional disruption or unauthorized monitoring of electronic communications.
  - Intentional denial of services to users.

## Using Computers

- You may not use your ArtCenter account for any business practices and you may not use your e-mail address as a business address.
- The printers in the labs are intended to serve the individual printing needs of lab users, not as a replacement for photocopy machines. Users who need to produce multiple copies of a document should print a master copy and then photocopy it. A copier is available in the open lab area.
- Any user who has not been trained by ArtCenter College Computing Labs staff on the proper procedures for maintaining printers is to request assistance from lab personnel and not open or try to fix the printers.
- Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc) is prohibited and will be dealt with according to US copyright laws.

## PaperCut Print Credit Information

- Students and Faculty receive a free \$30 printing credit in their PaperCut account for each term they are active (enrolled or teaching). This credit is like a voucher, expiring at the end of the term in which it was issued. This type of printing credit does not roll over from term to term. Any leftover print credit of this type is reset to \$0 at the end of the term it was issued, and a new \$30 credit will be applied during the next term that a student or faculty is active.
- Users may add additional credit by purchasing it with a credit or debit card through the PaperCut website. Any credit of this type is eligible to roll over to the following term.
- All printing credits are reset to \$0 at the end of each term, so if you have any of this type of printing credit remaining, please notify us and we will restore that credit to your printing account. We can be reached at [computinglabs@artcenter.edu](mailto:computinglabs@artcenter.edu)
- Printing credits in a user's PaperCut account can only be used for printing on PaperCut printers or on the Large Format Printer in the Hillside Computing Labs Office (Room 104). They cannot be transferred for printing at the Copy Center.

## Storage of Personal Data

- User data files should be saved on floppy disks, zip disks, CD-RW, or your Personal Storage Space on the network, NOT on the C: or D: drive as these areas are wiped on a regular basis.
- Data stored in the Personal Storage Space may be deleted when your account expires or before. It is your responsibility to back up your data before your account expires.

- In an operational sense, ArtCenter Computing Labs staff generally regards files in your account and data on the network as private: that is, employees of ArtCenter College do not routinely look at this information. However, the college reserves the right to view or scan any file or software stored on college systems or transmitted over college networks, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of college resources. Violations of policy that come to the Computing Labs staffs' attention during these and other activities will be acted upon.

## Requesting Accounts

Before students use these facilities, students will be assigned a login name and password. Orientations sessions are held in every introductory class during the first two weeks of the term. The following groups of people are eligible to utilize computing labs resources:

- Currently enrolled students
- Faculty
- Staff
- Others with proper authorization.

## Fines, Fees and Penalties

- Tampering with cables is not permitted. Only computer lab staff can change cabling and configurations. You will lose lab privileges for 1 week for first offense and loss of privileges for the term for a second offense.
- Food or drinks are not permitted in the labs. This carries a \$20 fine and ejection from the Labs for the first offense and a \$50 fine and loss of privileges for 1 week for second offense. A third offense will result in loss of lab privileges for the term.
- Absolutely no sharing of login accounts. You will lose lab privileges for 1 week for first offense and loss of privileges for the term for a second offense.
- Because the computer labs are a limited, high demand facility, rendering of files during the day is not allowed unless otherwise authorized by lab staff. You will lose lab privileges for 1 week for first offense and loss of privileges for the term for a second offense.
- Using other studio materials in the lab, including but not limited to, X-acto knives, sprays, and paint, are not allowed. This carries a \$10 fine and ejection from the Labs for the first offense and a \$50 fine and loss of privileges for 1 week for second offense. Subsequent violations will result in ejection from the labs for the term.

## Abuse

Any breach of this policy may result in punitive action, including (but not limited to) loss of computer privileges, deletion of your account, departmental action, applicable disciplinary action, and referral to the proper authorities. Examples of abuse privileges are incurring excessive numbers of overdue fines and fees and displaying disregard for policies, personnel, users, and equipment. ArtCenter College of Design faculty, staff and students who flagrantly abuse lab privileges will be reported to the Dean of Students. Staff violations will be reported to the Senior Executive of the area of responsibility. If in the judgment of lab staff the user does not address the abuse within a reasonable period of time, privileges will be suspended indefinitely.

## Copy Center

The Copy Center provides cutting-edge copying and printing services to ArtCenter students, faculty and staff, providing the highest level of service at the most competitive costs. There are two Copy Centers conveniently located at both Hillside and South campuses. Services provided for a fee include color printing, digital output, laminating and spiral binding. Digital output includes Fiery (laser prints) and Epson ink-jet large-format prints. The Copy Center has paper cutters, a mat cutter, foam core and illustration board cutters for student use. The Copy Center maintains self-service on-campus copy machines in all campus buildings. Non-refundable copy cards can be purchased from the Copy Center and from the vending machine at South Campus.

You cannot use money on your printing account to purchase prints at the Copy Center. Payment can be made with either cash or credit.

## Educational Media Equipment Center

The Educational Media Equipment Center (E.M.E.C.) has two locations: Hillside Campus, on the lower level between the Photo and Film Stages. South Campus, 950 building, Room 207.

The E.M.E.C. provides authorized students, faculty and staff with a variety of circulating photography, film and audiovisual equipment. These resources can be used in classrooms, studios and, in some instances, off campus for instruction, demonstration and art-making purposes. You must present a valid ArtCenter ID card for service. For details about the equipment available and E.M.E.C. policies, visit us in person or go online to Inside ArtCenter ([inside.artcenter.edu](http://inside.artcenter.edu)). With the exception of most general circulation resources, all equipment is purchased and paid for by the individual academic departments. They are also the ultimate decision makers on circulation and

authorization policies. All E.M.E.C.-related emails will be sent to your [inside.artcenter.edu](mailto:inside.artcenter.edu) account. You are required to monitor this on a regular basis.

## Equipment Insurance

Educationally related computer equipment, accessories and production equipment are covered by the College's equipment insurance plan. We highly recommended you take photos of all your equipment, save every receipt, and install tracking software on your equipment. ArtCenter recommends Undercover (Mac) or Lojack (PC and Mac) for laptops. You will need to have proof of tracking software installation in order to submit a theft claim.

## Exhibition Spaces and Galleries

Our primary exhibition spaces include [The Alyce de Roulet Williamson Gallery](#), housed at ArtCenter's Hillside Campus; [ArtCenter DTLA](#), located in Los Angeles' vibrant historic core; and our two South Campus spaces: [The HMCT South Campus Gallery](#) and the [Peter and Merle Mullin Gallery](#). While each of these venues maintains a distinct mission and vision, they share a unified intent to spark vital conversations among and around emerging and established works of art and design that are addressing the most pressing issues of our times.

The scope of the Exhibitions Department extends beyond ArtCenter's formal exhibition spaces to include indoor or outdoor locations that showcase long-term or pop-up displays of artwork.

These additional exhibition spaces include the [Hillside Student Gallery](#), a rotating selection of exemplary student projects; the [Hutto-Patterson Exhibition Hall](#), curated by the Fine Art and Illustration Departments; [Outside In murals](#) created by street artists RISK and Kenny Scharf; a [Keith Haring mural](#), painted on-site by the artist/activist in 1989 in conjunction with the second annual World AIDS Day; the [Petersen Automotive Museum](#), which includes a 2,000 square foot exhibition space and satellite studio; and our Sculpture Garden, a sprawling lawn that contains a handful of permanent, landscape adorning sculptures.

## Student Gallery

The main Student Gallery at ArtCenter exhibits exemplary student work from the previous term as chosen by Department Chairs and faculty and curated by the Gallery Director.

Students whose work is displayed in the Student Gallery may remove their work temporarily for photography, interviews or restoration. Permission must be secured at least two days prior to removal from either the Assistant Director of Exhibitions (626 396-2398) or the Vice



President of Exhibitions (626 396-2397). Permission can be secured Monday through Friday between 8:30 a.m. and 4:30 p.m. only. Artwork removal forms can be obtained at the switchboard.

## Fine Art Studios

Modern light-filled studios are available to Fine Art and Illustration students seeking a space of their own to create and collaborate.

## Graduate Art Complex

The Graduate Art Complex provides a one-of-a-kind forum for events, conferences, exhibitions, residencies, screenings and publications, centered around a former supersonic jet-testing facility on ArtCenter's South Campus.

The dedicated studio building has individual workspaces guaranteed for all candidates, from the first through the sixth term, where concentrated art-making is assured equally concentrated and careful attention from faculty. The Graduate Art Complex features cutting-edge software and hardware and the equipment that goes with it, as well as a fabrication shop, several gallery spaces, and dedicated computing and moving-image production labs.

## HMCT Archetype Press

ArtCenter's Archetype Press, managed by the [Hoffmitz Milken Center for Typography](#), is California's largest letterpress printing facility, providing students with a full-immersion typographic education.

HMCT Archetype Press offers students the unique opportunity to practice what has become a Digital Age rarity: setting type and printing by hand. Archetype's collection of rare American and European metal foundry type, wood type and ornaments—originally belonging to Vern Simpson's legendary typesetting shop in Hollywood—is the largest in California, and among the largest of any design school in the country. The extensive metal and wood type collection resides in 2,500 antique wooden drawers. Students learn to set and print type on an impressive set of printing presses: nine Vandercook proof presses, a Chandler & Price platen press and a Heidelberg Windmill press.

Established at the College in 1989, the scope of Archetype Press was expanded in 2015 when the College created the Hoffmitz Milken Center for Typography, which strives to advance the research, teaching and understanding of letterform design and typography.

## Immersion Lab

Augmented reality, mixed reality and virtual reality are a collection of spatial technologies: wearable displays, architectural sensors, and mobile cameras. As more information is embedded within the world around us, spatial computing offers new opportunities for artists and designers to rethink our experiences within these overlapping physical and digital environments.

The Immersion Lab at ArtCenter College of Design is a space designed to immerse students in making with spatial computing technologies. Located at ArtCenter's South Campus, the lab hosts eight workstations and a dynamic technology library that includes: HTC Vives, Oculus Rifts, Microsoft HoloLens and Mixed Reality headsets, 360 cameras, Leap Motions, and mobile motion capture suits.

Departments across ArtCenter utilize the lab for courses, workshops and lectures. Through the lab's dedicated prototyping space and experiential learning curriculum, students and faculty use hands-on research, prototyping, and design to explore new opportunities within the field.

As a transdisciplinary resource, the Immersion Lab serves as a center for students, faculty and the spatial computing community to exchange skills and ideas, advancing the discourse around the future of augmented reality, mixed reality, virtual reality and everything in between.

## Library

Looking for inspiration, cutting-edge research, personalized help or a collaborative workspace?

You can find it at the ArtCenter Library, which offers a comprehensive collection of resources on art and design including more than 90,000 volumes of books and periodicals; subscriptions for more than 400 magazines; 11,000 DVDs of feature films, animation, documentaries and more. In addition to providing a quiet space for students to work independently or in groups, the Library also features extensive collections of zines and video games; plus subscriptions to dozens of online databases. A reference librarian and other trained staff are available for research assistance and online resource instruction to aid students in fulfilling their creative vision.

[Pickup service](#) available at the Hillside and South Campuses. Checked-out materials are due at the end of the term.

## Online Portal

The library's online portal allows you to search its database of more than 97,000 volumes of books; subscriptions for 430 magazines; 13,300 films; and more. It also provides

access to [online resources](#) for digital libraries and archives, and [research guides](#) for book collections and resources related to your subject(s) of interest.

## ArtCenter Archives

The Library also includes the [ArtCenter Archives](#), a repository for official and unofficial records that document ArtCenter's history. The Archives contains historical images and material of enduring value generated by faculty, academic departments, administrative offices, students and campus organizations.

## Fees and Fines

There are no late fees. If material is lost, a \$15 processing fee is charged in addition to the cost of replacing the item. Unreturned material or unpaid fines will result in a hold being placed on a student's record, preventing the student from registering and receiving grades or transcripts.

## Lockers

The Enrollment Services office assigns lockers to new students during Week 2 and to returning students during Week 3. Film and Photography and Imaging students sign up through their departments. Students who take a Leave of Absence or withdraw will have their lockers reassigned to other students and any contents left behind will be discarded. Students should not empty or clean out their lockers during graduation events. ArtCenter reserves the right to open and inspect lockers at any time without prior notice. For information about lockers, please contact Enrollment Services.

## Lost and Found

### Hillside Campus

Lost items turned in to Campus Security will be tagged and logged prior to placing them into the Lost and Found room. If you have lost an item, please contact Campus Security at 626 396-2299.

Lost items can also be claimed by contacting the Security Command Center, which is located at Hillside Campus on the lower level, next to the stages.

If you have lost any item, please do not hesitate to contact Campus Security. Security will make an attempt to locate the owner of the property prior to placing it into storage.

Items booked into the Lost and Found room may remain in storage for up to one year. Lost and Found is located near Room 119. Contact Campus Security located in the Command Center for assistance.

## South Campus

Lost items turned in to Campus Security will be tagged and logged prior to placing them into the Lost and Found room. If you have lost an item, please contact Campus Security at 626 396-4220.

Lost items can be claimed at the reception desk, located at the main entrance to the 950 building.

Items booked into Lost and Found may remain in storage for up to one year. Lost and Found is located in the Security Command Center. Contact Campus Security located at the front reception desk.

## Model Office and Prop Room

Whether you're an artist, illustrator, designer, photographer or filmmaker, ArtCenter's Model Office and Prop Room help bring the images and ideas of our visual artists to life.

The Model Office schedules art models to pose for classes throughout the year. In addition to your studio classes, the Model Office works with ArtCenter's [Integrated Studies Department](#) to arrange open studio drawing and painting workshops available to any student who wants to practice and exercise their skills. An art model and instructor is provided with seating on a first-come, first-served basis several days of the week, every term.

The Model Office is also a great resource for students needing information, guidance or referrals to acquire art models locally.

The Prop Room at Hillside Campus (P1) is a treasure trove of furniture, period pieces, background sets, décor and wardrobe, which students may check out to add depth and dimension to creative projects across all disciplines. Items are constantly in rotation with new items added regularly to our eclectic collection.

The Prop Room at South Campus (P2) runs exclusively to service onsite classroom needs in the 1111 building.

## Painting Drying Rack Room

Students may store wet paintings in a designated, unsecured storage area for short periods of time. All paintings are stored at the student's own risk. Wet paintings must be stored in the racks neatly. The drying racks are cleared of dry paintings periodically throughout the term.

There is a liquid solvent waste disposal can located inside of the room.

No materials may be stored in designated storage areas, and no art making is to be performed in designated storage areas.

## Photo and Film Stages

Two fully equipped 4,600-square-foot stages provide ample space to shoot any type of project—from elaborate photo shoots to special effects-enhanced film scenes to entire automotive commercials. A 24-foot strobe box, multiple lighting modifiers including Kino Flo, Profoto, and Broncolor enable students to bring their creative ideas to life in still or moving images. An onstage kitchen facilitates the styling of prepared food for photography and videography.

## Photo labs

ArtCenter's state of the art photography labs enable students to print, process, scan and finish any image they conceive.

The Digital Imaging Lab is equipped with workstations for high-resolution scanning. Hasselblad scanners, digital printing from desktop to wide format, and manipulation are available. The photography labs house Inkjet and Chromira printers that allow students to print gallery-quality images.

The Black-and-White Photography Lab features large darkrooms for normal and alternative processing techniques. The lab is equipped with manual deep tank and automated film processing, a Kreonite print processor and enlarging capability for all film formats from 35 mm to 8" x 10". A communal darkroom offers 40 enlarging stations.

The Color Photography Lab offers automated processing for E-6 and C-41. Color enlargements are made with De Vere 4" x 5" and 8" x 10" enlargers in private printing rooms. The digital lab has more than 20 up-to-date Apple computers with current adobe software for image manipulation. The room is color-balanced for ideal print quality control. In addition, available to students are 20- and 30-inch RA-4 processors that print from negatives.

## Printing on campus

Students are given a printing account with an allowance of \$30 every term.

When printing in a computer lab or at the Library, you print and pay through the PaperCut Client (PCCClient) software. When prompted, enter your username and password (same as your Inside ArtCenter account). Once you have chosen a print location, select "Jobs Pending Release" in the left column and then select "Print" in the "Action" column for the documents you'd like to print.

You can also select "Release All" to print all jobs listed. When finished, please remember to pick up your prints, exit the browser, and log off. To add money or credit to your account, go to Room 104 at Hillside Campus.

## Printmaking Studio

ArtCenter students practice the art of printmaking in a state-of-the-art studio run by one of the world's great masters of the form.

ArtCenter's printmaking facilities enable students to explore intaglio, screen printing, stone and plate lithography as well as various photographic printmaking techniques. The 3,000-square-foot Printmaking Studio houses a press room, etching room and darkroom, as well as storage and office space.

## Sewing Lab

Sewing Lab classes not only teach students how to sew but they reinforce core visual, creative, technical and analytical skills.

The Sewing Lab at ArtCenter supports the development of projects by undergraduate and graduate students from across all majors, fostering a unique understanding of design research methodologies, business principles, wearable technologies, manufacturing processes, global trends and sustainability.

While the Sewing Lab is open to all students, it serves as an unofficial base of operations for [Product Design](#) students specializing in Wearables and Soft Goods. Studio classes in Wearables and Soft Goods at ArtCenter are not about fashion. Rather, students design footwear, clothing, headwear, equipment, bags and accessories with a focus on the human-centered design process, 3D fabrication and materials innovation.

The Lab also allows [Illustration](#) students studying Surface Design an opportunity to further explore the process of developing a design, creating different repeat systems, presenting different design approaches, building a collection based upon a theme and creating working color palettes.

## Shops

ArtCenter is a college of makers. And much of the physical making process occurs in the Shops at Hillside and South Campus.

Limited access to the Model Shop is available to all currently enrolled students. Students wishing to use power equipment must have passed the appropriate required

shop training class and, upon completion, passed a written shop safety test. A shop access sticker will then be applied to their ArtCenter ID card.

## Shop Equipment

Supplies, including some power tools, are available for checkout at the Tool Crib, located in the Model Shop. Most equipment is available for checkout on a daily basis only; however, overnight or extended checkouts can be arranged on a case-by-case basis (please check with one of the shop assistants). Equipment checked out on a daily basis must be returned by 9:30 p.m. in the same condition it was in when checked out. To avoid fines, it is the student's responsibility to return the equipment complete and on time, making sure the Model Shop staff receives and checks in the equipment. Abandonment of equipment at the check-in station does not constitute proper check-in. Students are responsible for any missing or late items.

## Materials Safety Guidelines

Materials used in studios and labs contain ingredients typically used in commercial applications. These include solvents such as alcohol and acetone, paints and resins. These products can pose serious

risks if not handled properly and according to prescribed instructions. The ingredients are hazardous if ingested, inhaled or allowed to come in contact with skin or eyes.

Some of these materials are flammable and need to be handled carefully. In addition, students should know the following:

- Products that contain turpentine are banned from ArtCenter campuses.
- Some materials may have hazardous potential and students must use appropriate protection.
- Isolate the working environment from the living environment.
- Use safer alternatives whenever possible.

Follow instructions. It is important to follow the written instructions provided with materials as well as any additional instructions provided by faculty and staff. Additional information regarding safe use and disposal can be obtained from the Material Safety Data Sheets (MSDS).

## Sinclair Pavilion

The Sinclair Pavilion provides students a place to gather, socialize, study and exchange ideas. The site provides a flexible gallery space, a small kitchen, open-air amphitheater-type seating and a wireless network. Students are welcome to utilize this space for their leisure, creative or educational needs.

Formal events must be scheduled through the Center for the Student Experience (626 396-2323). For access to the kitchen and for any custodial or maintenance concerns, please contact the Center for the Student Experience.

## Surface Design Research Lab

Initially limited to textile design or wall decoration, Surface Design has come into its own as a field of study, with artists and designers exploring an array of techniques for imbuing surfaces of all kinds—mobile devices, home furnishings, soft goods and more—with individual style.

To inform their work, ArtCenter Surface Design students research influential contemporary California Modernist design history with a focus on vibrant printed design in our state of the art research lab and display studio.

The Surface Design Research Lab is a 100 square foot space that houses an archive of surface design projects, a library of leading American Modernist monographs—including the work of ArtCenter's very own contributor to the Modernist movement, [Alvin Lustig](#)—and publications and examples of the work of Los Angeles' famed Charles and Ray Eames. The Lab also houses modern surface design publications and a database of surface design influencers, designers and organizations.

## Universal Access

The Universal Access Fee is charged to all enrolled students each term and allows them use of the workshops, computer labs, CNC labs, photo labs, Educational Media Equipment Center resources, the Model Shop and the Prop Room. Some restrictions are in place to ensure that students have the proper training and authorization to use certain facilities. To ensure that only fee-paying students are using campus facilities, students must carry their student ID at all times.

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