



**MFA Supplement
to the Student
Handbook
2017–2018**

ocac.edu

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OREGON COLLEGE OF ART AND CRAFT

mission

Oregon College of Art and Craft is dedicated to Craft as the creative material practice at the core of art and design. OCAC's mentor-based learning community fosters self-reliant, entrepreneurial, globally conscious, critical and innovative makers.

accreditation

Oregon College of Art and Craft (OCAC) is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education; Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, Washington 98052-3981.

Oregon College of Art and Craft is an accredited member of the National Association of Schools of Art and Design, a specialized accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education; National Association of Schools of Art and Design, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248.

Oregon College of Art and Craft is a nonprofit corporation authorized by the State of Oregon to offer and confer the academic degrees BFA, MFA and Certificate in Craft under OAR 583-030; Office of Degree Authorization 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401

non discrimination statement

Oregon College of Art and Craft does not discriminate on the basis of race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identity, gender expression, veteran status, age, disability or any other basis prohibited by local, state or federal law.

curriculum: mfa in craft

Oregon College of Art and Craft's Master of Fine Arts in Craft provides a broad and intensive environment for the understanding and application of advanced craft study. Highly skilled and motivated students work with a dedicated core faculty to develop the conceptual and expressive potential of their materials. This 60 credit program emphasizes advanced creativity through the manipulation of materials and the dynamic exchange between disciplines and media. Required coursework emphasizes a strong engagement in advanced critical discourse, contextual understanding of work within the canon of craft, and a profound commitment to a vigorous creative practice. Successful graduates complete a thesis in their second year, which includes a body of work, an exhibition, a thesis paper, and public orals.

key areas of study | **CREATIVE PRACTICE:** 30 credits - Self-directed studio work comprises half of the student's required MFA credits, and it is expected to be an ongoing practice throughout their course of study, including the summer. Each graduate student will meet regularly with a graduate committee to discuss and evaluate their progress. The committee consists of three members with at least one being an OCAC faculty member.

Upon entering the program students are assigned a graduate committee by the MFA Chair. During the semester the student meets regularly with the committee chair and three times during the semester with the full committee. The student is responsible for scheduling all of the meetings and fulfilling their obligations to the committee.

After passing Candidacy a student can choose the members of their Thesis Committee (see below)

INTEGRATED PRACTICE (CRITIQUE SEMINAR): 12 credits, 4 classes- Each semester a unique and distinguished MFA Instructor-in-Residence will lead a seminar-based critique course focused on assisting graduate students in understanding and articulating the substance of their work. The course provides a structure for the critical issues of craft within the context of the student's studio practice. The course is augmented with discussions prompted by various outside academic and professional guests, assigned readings, as well as trips off-campus to area resources and exhibitions.

CRITICAL INQUIRY (CHAIR SEMINAR): 12 credits, 4 classes- Facilitated by the MFA chair, this course explores the contemporary, cultural,

critical, methodological and economic aspects of making art. OCAC faculty, guest artists, writers, curators, and other relevant professionals will assist in providing diverse competencies and perspectives. The course materials also address professional development issues such as internships, grant writing, and pedagogical strategies. This course is open to all MFA students and is offered during the fall and spring terms only. Four semesters enrollment in this three credit offering is required.

EXPLORATORY FOCUS (ELECTIVES): 6 credits, 2 classes: The curriculum provides six credits for graduate students to engage in studies that investigate topics, techniques, or materials that are specific to an individual student's interest. In consultation with their advisor, students may select elective offerings in the areas of academic studies, book arts, ceramics, drawing and painting, fibers, metals, photography and wood, as well as from internships and independent studies.

mfa course descriptions IMIP 525, 526, 527, 626, 627: Integrated Practice, 3 credits- Led by visiting artists and lecturers, this course is a platform for vigorous discourse on relevant contemporary topics within the context of critiquing the work and practice of each participating student. The course is focused on assisting students in understanding and articulating the substance of their work, particularly formulating a basis of evaluation of their work and the work of others. This seminar provides a structure for gaining cultural and artistic perspectives, contemplating the dynamic issues of craft and locating students' creative endeavors within a framework of current and historical issues. Augmenting these course objectives will be discussions prompted by various outside academic and professional guests, assigned readings, and off-campus trips to exhibitions.

MCI 535, 536, 636, 636: Critical Inquiry, 3 credits- Facilitated by the MFA chair, this course provides a dynamic method of framing the intellectual context for students' studio practice. The history and theory of art, craft, and design will be explored with a nuanced view of the ways in which these fields overlap and mutually influence on another. Students will also consider the contemporary cultural, professional, and economic aspects of conducting a successful art practice. Issues of professional development including research, teaching, intellectual property and grant writing will also be addressed. Units of this course will be taught by a team of experts drawn from

within the OCAC faculty as well as a broad array of visiting artists, designers, academics, critics and curators. Public lectures by some of these visitors further enhance the college-wide critical discourse surrounding craft and its multivalent articulations. This course is open to first and second-year MFA students.

MCP 545, 546, 547, 645, 646 Creative Practice, 3-9 credits- Self-directed studio work comprises half of the student's required MFA credits, and is expected to be an ongoing practice throughout their course of study, including the summer. Each graduate student will meet regularly with a committee to discuss and evaluate their progress. The committee consists of three members with at least one being an OCAC faculty member. Fall and spring semesters require enrollment in a minimum of six credits, and the summer session requires enrollment in a minimum of three credits.

STUDIO SPACE | Graduate students are assigned a dedicated studio space for the duration of their studies. Studios are assigned based on availability with attention given to a student's preferred media or creative needs. Studio spaces are communal and therefore must adhere to best practices of health and safety, restricting many making process and techniques to dedicated facilities outside of personal studio spaces.

Use of personal studio spaces are restricted to the open hours of the campus and cannot be used as living space.

Students are responsible for maintaining their assigned studios attending to good standards of housekeeping as well best practices for health and safety. When a student moves out of their studio space they must return the space to the state which they received it, removing all personal materials, cleaning and restoring surfaces to a suitable condition.

academic policies

GRADUATE GRADING SYSTEM | A student's grade point average is calculated by translating letter grades into points according to the following formula:

A	4.00
A-	3.70
B+	3.30
B	3.00
B -	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00

P/F	Graduate level passing grade is equivalent to a 8 or higher
I	Incomplete
W	The student dropped the course after the second week of the term.

INCOMPLETE POLICY | An Incomplete may be given in exceptional cases due to illness or an extreme personal emergency in which students are unable to complete requirements for a course. Incompletes may not be given to make allowances for poor use of time or the inability to balance school with personal matters. An Incomplete is appropriate only for cases beyond the control of student's.

If an Incomplete is given for a class, the work must be completed by the deadline set by the instructor, even if students are not registered in any other classes at that time. This deadline is made at the discretion of the instructor, with a maximum allowed deadline of 30 calendar days after the end of the semester. Students may petition the MFA chair or dean of academic affairs in extreme cases for an extension. The dean's ruling is final. A leave of absence does not automatically extend an Incomplete. Students and instructors fill out an "Incomplete Contract" to be turned in with instructor's grades at the end of the term. If the Incomplete is not cleared by the deadline, the default grade set in the Contract will be recorded (a grade of "F" if this section of the Contract is left blank).

SATISFACTORY ACADEMIC PROGRESS | All graduate students must maintain term and cumulative grade point averages (GPA) of 3.0 in graduate courses taken within the degree program. While grades of 8-, C+, C, C- are considered passing in elective courses, they are not considered satisfactory academic progress. Undergraduate course work may not fulfill graduate degree requirements.

Two consecutive or three non-consecutive semesters of unsatisfactory academic progress will normally result in dismissal of the student from the college. See page 99 of the undergraduate handbook for the appeal process.

APPEALING A GRADE | Students who question a grade must appeal first to the faculty member who issued the grade. The majority of grade appeals can be resolved with good communication. In an institution such as OCAC, where academic freedom is in practice, the administration respects the right of faculty to their evaluative judgments, so long as these are within norms recognized by the profession; however, where the grade is questioned as

resulting from unfair conduct, it may be appealed through due process. An MFA student has the right to contest a grade with the instructor. If the issue is not resolved at this level, the student may petition the MFA chair in writing. In the event that the chair is the instructor, the student may petition the dean of academic affairs in writing. Students appealing a grade have until the end of the second week of the following semester to begin grievance procedures.

CREDIT LOAD | Full-time graduate registration is 9-15 credit hours per semester. Registration below 12 credits in the fall and spring terms requires written approval by the chair of the MFA program. Exceptions may be granted on a case-by-case basis. To be considered as actively matriculating in the degree program, students must take at least six credits each term, including summer. Financial aid may be impacted or not applicable for part-time students.

LEAVES OF ABSENCE Students may take up to two consecutive semesters for a leave of absence. If the student returns to the college within one year, the student is eligible to re-enroll. For financial aid, a student may be on a leave for a maximum of 180 days in one 12-month period. If the student does not return, the student is considered withdrawn as of the last date of attendance.

A student may petition the dean of academic affairs for an extension of a leave if the leave does not conflict with federal guidelines. Leaves must be planned in consultation with a faculty advisor and approved by the dean. Written notification must be submitted to the registrar's office before the beginning of the semester in which that leave is to take effect.

PROBATION AND DISMISSAL | If at any point an MFA student's grade point average drops below a cumulative 3.00, they will be placed on probation for the following semester. Probation is limited to one semester.

If a student's GPA falls below 3.00 at the end of the first semester, the student must raise his/her cumulative grade point to a 3.00 by the end of the probationary (second) semester or he/she will be eligible for dismissal from the program.

If a student's GPA falls below a cumulative 3.00 before the beginning of their final term of studies, the student must appeal to the chair of the MFA Program in writing within two weeks after the end of the semester if he/she plans to continue in the Program. If an appeal is granted, the student is required to meet any conditions

that may be imposed relating to their final term of studies.

If a student's GPA falls below a cumulative 3.00 at the end of the final semester, or receives a cumulative grade of B- or lower in a required graduate course, the student is not eligible to graduate. They may appeal in writing to the chair of the MFA program within two weeks after the end of the semester to determine whether or not the student is eligible to continue. If granted, all requirements set by the chair of the MFA program must be met in order for the student to graduate.

GRADUATING: GRADE, RESIDENCY AND TIME REQUIREMENTS | Students pursuing the Master of Fine Arts in Craft degree must maintain a cumulative grade point average of 2.7 or higher. A maximum number of six credits are eligible for transfer at the graduate level. A minimum of 54 semester credit hours of the required 60 must be completed in residency at Oregon College of Art and Craft. Students must complete the degree in no more than four years or 8 semesters of attendance, excluding leaves of absence.

OCAC-PNCA POLICY ON GRADUATE STUDENTS OUTSIDE OF APPLIED CRAFT AND DESIGN ACCESSING CLASSES We support limited access for graduate peers at OCAC and PNCA to take coursework in the Applied Craft and Design Program and for ACD students to access coursework occasionally in the graduate programs at either school. Students must first demonstrate the prerequisites for success in the class and this will be determined by the chair of the program. See guidelines below,

1. Registration for OCAC or PNCA grad students into ACD classes must be on a space available basis, after the ACD students have registered. This will take place three weeks after priority registration for ACD students. Class attendance is dependent on being officially registered. Those not on an instructor's roster will be asked to leave the course. Students are responsible for all fees, materials and related costs associated with the class as well as all performance requirements.

In the case where a class is fully enrolled, students may check in periodically to see if space has opened up, but they must be enrolled full time in their home program.

2. Registration should be at the home school and in the home department. e. g. if an OCAC Craft student signs up for a class in ACD, it will count as an elective in the MFA in Craft Program.

The Registrar's Office at OCAC would be responsible for confirming availability with the Registrar's Office at PNCA in this instance. No tuition money should change hands.

Grade reports would also be requested by the Registrar's Office at the respective institution and the home program transcript would record the class from the other program.

As a new policy, this will be subject to change and revision.

WITHDRAWING FROM CLASSES | A student choosing to drop a class after the change of registration period may do so by completing a Change of Registration form, which requires the signature of the student, the instructor, the financial aid office, and the chair of the MFA program. Any student may withdraw from a class until the end of the eighth week. Students who withdraw from a class after the eighth week must file an appeal (see Academic Appeal Policy). Anyone who stops attending and fails to turn in the Change of Registration form by the end of the 8th week to the registrar's office will receive a grade of "F."

WITHDRAWING FROM THE COLLEGE | A student intending to withdraw from the college is required to complete a Withdrawal/Transfer form in the registrar's office prior to withdrawal, and meet with the director of financial aid (if he/she is receiving financial aid) and the associate director of student services for an exit interview. Students who leave the institution without filing the appropriate paperwork may be contacted by the enrollment services team to confirm the withdrawal and request the correct paperwork. Withdrawn students desiring readmission should contact the admissions office. Applications for readmission should be filed no later than one month prior to the semester the student desires to return.

Any current or newly enrolled matriculated student who fails to attend classes and/or make arrangements with the accounting office for payment of tuition by the change of registration deadline for a given semester is considered withdrawn from his or her program but held responsible for financial charges. Any continuing matriculated student who fails to register is considered withdrawn from his or her program. Applicable refund and repayment procedures will be followed for these students.

ADVANCEMENT TO CANDIDACY | Candidacy Procedures

Each student must apply for advanced degree candidacy during or after the successful completion of the first 15 semester credits of graduate work and prior to the completion of 30 semester credits. The student, the student's current chair of their graduate committee, the chair of the MFA program, and a third member chosen at the discretion of the MFA chair meet for a one hour formal review. In the review the student:

- presents work in a well organized and informed manner that speaks of the evolution of the work as well as its context within a contemporary creative practice;
- may use other media and visual presentation to support the presented work; and
- provides a written thesis proposal.

Time Line

First, the student meets with their full Thesis Committee at the end of their second full term of study for a final review. Summer is not considered a full term unless 12-15 credits are completed that term. Secondly, with the Committee's approval the student formally request a review for candidacy with the chair of the MFA in Craft by submitting the Candidacy Request form.

Thirdly, a review is scheduled before the beginning of the student's next full term of study (i.e. during the summer or during the winter break).

Finally, the review is conducted. In the review the Candidacy Review Committee will be examining each student's presentation for the following list of outcomes:

- growth and progress in work produced during the first two semesters evidenced by a documented evolution in the student's work;
- an advanced level of dedication to the student's individual inquiry evidenced by both the amount and quality of work produced by the student;
- demonstrated critical ability concerning the concepts, concerns and issues of the student's work evidenced by the depth of understanding orally articulated by the student in relation to their work; and
- an advanced level of professionalism in relation to the student's given practice evidenced through the organization and clarity of the presentation.

Review Schedule

Total: 60 minutes

15-20 minutes	Presentation
20-25 minutes	Question and answer between student and committee
10 minutes	Student is asked to leave the room and committee convenes to discuss the student progress and presentation
10 minutes	Student is invited back in the room for feedback from the committee.

Candidates should cover the following in their presentations:

- discuss the work that they have completed during the first year of their studies, clearly articulating the evolution of their work during their studies in the MFA in Craft
- present examples of this work as well as any visual documentation of this work via images, video, storyboards or other versions of documentation that supports the work
- discuss how or if their work relates to their original interests when first entering the MFA program including how their interests have changed and evolved; and
- clearly articulate the context of their work within a contemporary creative practice.

CANDIDACY REVIEW PERFORMANCE EXPECTATIONS |

Candidates should:

- demonstrate a level of professionalism relevant to a first year MFA both in discourse around work as well as the visual documentation and written material that represents the work
- speak loudly and clearly- HINT: practice the presentation several times before the First Year Review (HINT: practice out loud to each other); and
- be certain all presentations are thoughtfully and clearly organized.

Failure to pass first year review will result in academic probation and the student will not be allowed to pass into the second year of the program. Students will be given one chance to represent. In order to request to represent the student must petition the MFA chair in writing. This must be done before the beginning of the student's third term, and the chair will determine the best time for representation.

THESIS COMMITTEES | After passing forming their Thesis Committee with the guidance and approval of the MFA chair. The committee consists of three faculty or regional academic/professionals with the appropriate academic credentials and critical experience to guide and assess each student's progress. At least one member of the committee should be an OCAC faculty member. Students may keep any

THESIS PROJECT | After passing candidacy students will dedicate their last year of study towards the development and resolve of their thesis project as outlined in their approved thesis proposal. The thesis project culminates in a public exhibition and a public defense of the work, as well as a thesis paper. Requirements for the thesis exhibition, thesis orals and thesis paper are further detailed in the MFA Thesis Handbook distributed to students at the beginning of their thesis year.

THESIS EXHIBIT | A venue for the thesis exhibit will be selected every year for the end of the spring semester. All students graduating at the end of the spring term are required to present in the selected venue and are responsible for installing their final projects in the exhibition by the posted deadline. Students that are off sequence, finishing their thesis project in the summer or fall terms will be responsible, in consultation with the MFA chair, for finding a suitable exhibition venue for their work.

THESIS ORALS | A final defense of the thesis project, Orals, will take place in the venue of the thesis exhibit.

Students who do not pass orals will be given one chance to represent. In order to represent the student must petition the MFA chair in writing. This must be done within two weeks of the original presentation. If the student does not pass orals, the Committee may require an additional period of time in the program, culminating in a final oral defense. If the student does not pass orals, he/she may appeal to the dean of academic affairs for review by an academic committee.

student account policies

***See the OCAC Student Handbook & Calendar for detailed information about tuition and fees for 2017-2018**

ADDITIONAL FEES

Application for admission	\$75
MFA Tuition deposit	\$450

financial aid policies

The mission of the financial aid office is to help students achieve their educational potential by providing appropriate financial resources, thus enabling students to focus on their programs of study. The goals of the office are to be informative, accurate and timely, and provide friendly personalized attention to students.

ELIGIBILITY | To be eligible for financial aid, a student must be admitted to the Master of Fine Arts program. To apply for federal and state financial aid, the student must first complete and submit a Free Application for Federal Student Aid (FAFSA). Federal and state financial aid eligibility is determined by information provided on the FAFSA. Institutional aid is determined through a combination of merit and FAFSA applications. To be eligible for most sources of financial aid, students must be enrolled in an eligible program and attending at least half time (or 6 credit hours per semester).

FILING THE FAFSA | The FAFSA application is available on the web site at fafsa.ed.gov. Students must file the FAFSA every year to maintain eligibility. The college's federal school code is 030073. For questions or concerns about filing the FAFSA, please contact the financial aid office by email at financialaid@ocac.edu or by phone at 971.255.4224.

The Oregon College of Art and Craft does not have a priority filing date but staff recommends students apply on January 1st.

AWARD FUND DESCRIPTIONS | The following are brief descriptions of available financial aid at the Oregon College of Art and Craft. Available funding is grouped into the following categories: Institutional Aid, College Work-Study, Federal and Other Loans, and Other Funding Sources. Not all students will be eligible for all types of financial aid.

INSTITUTIONAL AID I

Commitment to Excellence Scholarship

Funded by the Oregon College of Art and Craft, these scholarships are issued at the admissions stage. In order to maintain eligibility students must:

- maintain a cumulative GPA of 3.0 or better;
- maintain good academic standing; and
- be a full-time student and complete 30 credits per academic year (including the summer term).

Graduate Assistantship

These select awards are made to incoming MFA students after application and review by the chair of the MFA program. The awards may be for one term or one year. In addition to full-time enrollment and good academic standing, students must complete at least 120 hours of service related to the position per term. All positions will receive a paycheck based on hours worked.

Oregon College of Art and Craft Grant

The Oregon College of Art and Craft Grant is awarded based on financial need at the time of admissions and achieving and maintaining the required minimum GPA of 3.0. Students must complete the FAFSA each year for review for need-based eligibility.

COLLEGE WORK-STUDY: WORK-STUDY

EMPLOYMENT | Students who have a Federal and/or Campus Work-Study award are eligible to apply for student work-study positions on the Oregon College of Art and Craft campus. Positions and hours vary by department on the campus. Available jobs, descriptions of the positions, and required paperwork to be hired for the jobs are maintained in the Enrollment Services Building. Please see the enrollment services coordinator or the director of financial aid for additional information if you have questions regarding your award or eligibility to work.

All students must complete and have on file a W-4 form and an I-9 form before beginning work. Please refer to the Student Employment Handbook for additional information.

Federal Work Study

The Federal Work-Study Program is a need-based award that offers students an opportunity to earn wages through campus and community employment. The funds are very limited and awards are based on availability and are not guaranteed.

Campus Work Study

The Campus Work-Study program offers students an opportunity to earn wages to offset their educational expenses. The funds are limited and awards are based on availability and are not guaranteed. Funded entirely by the Oregon College of Art and Craft, the Campus Work-Study program is similar to the Federal Work Study program; however, the award is not need-based. Priority is given to students who exhibit financial need.

FEDERAL AND OTHER LOANS |

Federal Direct Stafford Student Loan Program

The Oregon College of Art and Craft participates in the Federal Direct Stafford Loan Programs. Educational loans are offered through this program and consist of two types, Subsidized and Unsubsidized student loans.

Unsubsidized Stafford Loan

Unlike the Subsidized Loan, the Unsubsidized Stafford Loan accrues interest while in school and during the grace period. Students with an Unsubsidized Loan are offered the option of paying the interest only while in school or capitalizing the interest (add the interest to the principle) when the loan enters repayment. Origination and default fees of 1.068% are deducted from the total amount of the loan at the time of disbursement. Interest rates established for unsubsidized loans first disbursed after July 1, 2016 through June 30, 2017 are 5.31% for the life of the loan.

Federal PLUS Loan

The PLUS loan is a loan to graduate students who borrow to help pay for their education. The loan is a credit based loan and interest begins accruing immediately upon disbursement of funds. The repayment period begins on the date of the last disbursement and the first payment is due within 60 days after the loan is fully disbursed. Origination and default fees of 4.272% are deducted from the total amount of the loan at the time of disbursement. Interest rates established for unsubsidized loans first disbursed after July 1, 2016 through June 30, 2017 are 6.31% for the life of the loan. Please contact the financial aid office with any questions.

Alternative Loan

Alternative Education loans are credit based loans offered by private lenders outside of the Federal Direct Loan Programs. Interest rates on alternative education loans are variable and terms of repayment and how the interest rate is determined vary by lender. The Oregon College of Art and Craft does not have a preferred lender list and does not make recommendations concerning private lenders.

OTHER FUNDING SOURCES:

SCHOLARSHIPS | OCAC encourages students to apply for local, regional, and national scholarships. A great place to begin an online search is with one or all of the free scholarship search engines, including:

Jack Kent Cooke Foundation
Peterson's College Search
College Board
FastWeb
Scholarships.com
Scholarships 101
Scholarship Experts
Student Scholarship Search
Free-4U.com
Cappex
Adventures in Education
Scholarship Monkey
Sallie Mae Scholarship Search
Zinch
US Dept of Labor Scholarship Search
FinAid
College Prowler
Scholarship Experts

THE FINANCIAL AID AWARD: RECEIVING FINANCIAL AID |

Grants, scholarships, and loan funds are delivered to Oregon College of Art and Craft in two equal payment periods as the student completes program credits. Students whose academic plan includes a single semester of enrollment during an academic year will have their loan funds disbursed in two equal installments, one at the beginning of the semester and one at the midpoint of the semester.

The financial aid office determines the eligibility of students to receive financial aid. The funds are delivered to the accounting office and applied to each student's account. Tuition charges and other institutional charges are deducted from the funds received. The office prepares a statement of costs, funding received to offset the costs, and a balance. Students with overpayments are issued a refund check. Students who do not want to accept their financial aid may opt to have the funding returned and pay the tuition and educational costs from their own resources. Any delay in the delivery of financial aid funds does not exempt students from paying the tuition for their programs according to the Oregon College of Art and Craft tuition payment policies and schedules.

Note to Veterans: Due to the unique payment schedule established by the Department of Veteran's Affairs, Veterans receiving Chapter 33/Post 9-11 and/or Yellow Ribbon benefit have funds disbursed in unequal installments. The financial aid office endeavors to make have funds

disbursed in unequal installments. The financial aid office endeavors to make funds available evenly across the award year so that no semester is underfunded or overfunded. Please visit the financial aid office with questions about how funding is awarded.

Changes to a Financial Aid Award

The financial aid office is required by regulation and institutional policy to revise financial aid awards if your eligibility to receive any or all of an award changes. Eligibility can change based on many criteria. Though this is not a comprehensive list, the most common reasons for award eligibility and/or amount changes include:

- verification results that change a student's EFC (Expected Family Contribution);
- change in enrollment status; and
- unsatisfactory academic progress.

When changes are necessary, the financial aid office prepares a new award package complete with a summary of the changes that were made. If the college is in session, the revised award package is delivered to your student mailbox on campus. The award package will be mailed to the last address on file with the registrar if the college is on a scheduled break.

Health Insurance Costs in Cost of Attendance Budget

All students taking six credits or more are required to have health insurance. If a student has health insurance charges on their account and they want to have the charges included in their Cost of Attendance budget, they should see the financial aid director. If a student pays for health insurance outside of the college's offered plan, the Cost of Attendance will be increased on request with proof of premium payment. Increasing the Cost of Attendance budget does not automatically guarantee additional financial aid.

Applications Selected for Verification The US Department of Education selects applications for verification of specific information provided on the Free Application for Federal Student Aid (FAFSA). Schools are required to verify the information on the FAFSA application prior to disbursing aid. Students who filed the FAFSA application on an estimated tax return are asked to use the IRS Data Retrieval Tool on the FAFSA website to update financial information as soon as the tax information is available from the IRS. If your application is selected for verification, and your information changes, your financial aid can change.

REGISTRATION AND ENROLLMENT: ENROLLMENT STATUS AND THE AWARD I

Award packages are prepared considering (among many other criteria) enrollment status that includes:

- The year (level) in college based on the number of completed credits; and
- the number of credits the student is enrolled for during the semester the aid is disbursed.

MFA students are at the graduate level for student loans. All course work must be at graduate level. The enrollment status is established on the following registered credits per semester:

12-18 credits Full Time

9-11 credits Three-quarter

6-8 credits Half Time

1-5 credits Less than Half Time

Changing registration during the change of registration period will likely change an award and award eligibility.

Satisfactory Academic Progress

Federal regulations require that students make satisfactory academic progress toward completing their degrees to receive Federal financial aid. To meet satisfactory academic progress, students must:

- meet a minimum GPA requirement (qualitative);
- complete a minimum number of credits each semester (quantitative); and
- complete the program within a maximum time (pace).

To remain financial aid eligible, students are required to meet all of the conditions of Satisfactory Academic Progress. Since some financial aid awards are contingent on the successful completion of coursework, both in number of credits and grades. Please review the section on award descriptions carefully. Definitions of the standards are described below.

Minimum GPA Requirement

OCAC's minimum Grade Point Average (GPA) is 3.0 for all enrolled MFA students. Students whose GPA (cumulative or semester) falls below the minimum requirement are considered to be on financial aid (and academic) warning. Students have one semester to remove themselves from warning status by earning the minimum semester GPA of 3.0. Students who are unable to meet the minimum GPA requirements after being warned are on financial aid suspension. Please be aware that some scholarships and grants require recipients to maintain a significantly higher GPA than the 3.0 minimum.

Minimum Credit Hour Requirement

Students are required to complete all of the credits for which they have received financial aid. Satisfactory Academic Progress is calculated on both completed and attempted hours. Students who change their enrollment status during the change of registration period at the beginning of each semester have their financial aid re-calculated based on their updated enrollment. Students who drop classes after the change of registration period are at risk for a Satisfactory Academic Progress Warning, as their financial aid is not recalculated, and they may have received aid for more credits than they completed. Grades of A, B, and P (Pass) are considered satisfactory completion of a course taken for credit at the graduate level. Grades of C, D, F, NP (No Pass), W (Withdraw) and I (Incomplete) will not be considered satisfactory completion of a course for credit but will be considered attempted credits for Satisfactory Academic Progress calculation. Students receiving an I (Incomplete) grade in a course may be granted an exception by the dean of academic affairs, usually for circumstances beyond the control of the student. While incompletes are considered attempted credits in the Satisfactory Academic Progress calculation, the calculation will be amended when the student completes the coursework and a grade is submitted to the registrar.

Maximum Time Frame

Students are required by federal regulation to complete their programs within 150% of the scheduled and published length of their programs to remain Federal financial aid eligible. The 150% program completion includes credits towards the program that have been accepted in transfer from other schools and applied to the requirements of the degree or certificate program. The MFA in Craft has a published program length of 2 years (5 semesters). The maximum time to complete is 3 years (8 semesters). This requirement is the exception to the warning status. If at any time during the review of your Satisfactory Academic Progress it is determined that your enrollment will not allow you to complete your program within the maximum time to complete, you are no longer eligible to receive Federal financial aid.

Financial Aid Warning

Students who are considered to have not met one or more of the requirements for Satisfactory Academic Progress are placed on financial aid warning. While on warning, students are eligible to receive financial aid for one semester allowing the student to remediate the reason for the warning. Students who successfully remediate the condition of the Satisfactory Academic

Progress Warning are removed from warning status.

Financial Aid Probation (Suspension)

Students who are on financial aid warning and were unable to successfully remediate the condition of the warning are placed on financial aid suspension. During this time, students are not eligible to receive financial aid. Providing that the student has not been dismissed from the college as a result of being unable to remediate the condition of the warning period, a student can re-establish eligibility for financial aid by completing one semester of coursework without financial aid and successfully remediating the condition of the Satisfactory Academic Progress. Students also have the option to file an appeal with the financial aid office for reconsideration of the suspension.

Appealing Financial Aid Suspension Students who are placed on financial aid suspension and denied financial aid have the right to appeal their status. To appeal financial aid suspension, students submit written petitions to the financial aid office. The petition must include:

- a written statement (preferably typed) explaining the reason and the causes for the suspension;
- a description of the specific actions the student has taken/will take to remediate the problems;
- a description of the specific actions the student has taken/will take to prevent future problems of the same nature; and
- documentation that supports the written statement.

If suspended due to not completing the program within the maximum time frame, students are required to include a plan of completion signed by the chair of the program, outlining their course of study to completion. Please note that failure to adhere to the plan of study automatically rescinds eligibility for financial aid by Federal regulation.

Petitions are reviewed by the chief enrollment officer and the director of financial aid and students will be notified of the decision by letter. Appealing a financial aid suspension does not guarantee that the suspension appeal will be approved. Please remember that all other institutional policies remain in effect (e.g. tuition due dates, registration dates, etc.).

If the appeal is denied, the student still has the option of successfully completing a semester without financial aid funding, except where the suspension is due to pace and aid cannot be disbursed.

LEAVES OF ABSENCE, WITHDRAWAL AND FINANCIAL AID

Federal financial aid is awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. Students who withdraw may no longer be eligible for the full amount of Federal financial aid they were originally scheduled to receive. It is never a good idea to receive financial aid and then withdraw from school. The Oregon College of Art and Craft faculty and staff are dedicated to helping students resolve education-related issues and assist in meeting personal goals. Should a leave of absence or withdrawal be necessary, it is important to know that students are responsible for tuition and educational costs accrued as well as for returning the unearned portion of any financial aid awards.

Important: The return of Federal financial aid funds to issuing programs are calculated according to Federal regulations and is independent of the Oregon College of Art and Craft's tuition refund policies. Under Federal regulation, a student is allowed to keep only the financial aid that has been earned for the time the student is actually enrolled and attending classes. Unless a student completes 60% of the semester for which federal aid is disbursed, the student will be required to return all or part of the financial aid disbursed in the semester. Since financial aid is applied to a student's account to offset tuition, fees, and other allowable costs, a student may owe a balance to the college that was formerly covered by the financial aid the college was required to return by law.

By Federal regulation and for financial aid purposes, a leave of absence cannot exceed 180 days. Students who intend a longer period of absence are reported to the US Department of Education and lenders as withdrawn from the Oregon College of Art and Craft or as having reduced their enrollment to less than half time in accordance with Federal regulations governing return of Federal funds.

Institutional Aid Refund Policies

OCAC scholarships and grants will be returned following the Institutional Refund policy. For example, if the school refunds 50% of tuition, 50% of the scholarship and or grant will be returned to the scholarship fund. After week five, as per the refund schedule, no scholarship funds will be returned. Please see the following examples for sample calculations of how return calculations might affect a student account.

Examples of How a Leave of Absence or Withdrawal Could Affect Financial Aid and Student Accounts

Example #1 of Returning Financial Aid:

Assume that a student begins a semester and completes coursework through week 3 of the semester. The semester in this example consists of 105 days for Federal aid calculations, so the student has completed 21 days (including the weekends).

% of Tuition Returned to Student: 70%

% of Tuition Retained by OCAC: 30%

% of Institutional Aid Earned: 30%

% of Institutional Aid Returned: 70%

% of Federal Aid Earned: 20%

% of Federal Aid Returned: 80%

Example #2 of Returning Financial Aid

Assume that a student begins a semester and withdraws in the middle of week 6. The semester still consists of 105 days in this example, with the student completing 43 days (including weekends).

% of Tuition Returned to Student: 0%

% of Tuition Retained by OCAC: 100%

% of Institutional Aid Earned: 100%

% of Institutional Aid Returned: 0%

% of Federal Aid Earned: 41%

% of Federal Aid Returned: 59%

Important: In either example, it is possible that school charges that were previously paid by financial aid funds might become a charge on the student's account that the student will be responsible for paying.

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