



student  
handbook  
2018–2019

OREGON COLLEGE OF ART AND CRAFT

PORTLAND, OREGON

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## WELCOME TO OCAC

Oregon College of Art and Craft (OCAC) is a unique learning environment - a creative community committed to a mentor-based teaching methodology firmly rooted in craft - deep materials knowledge. The small size of our student body and our studio classes enhances the mentor methodology, fosters your confidence, and encourages you to find individual approaches and independent solutions to a range of studio problems. In short, OCAC is an educational experience that provides the space in which you will find your own voice.

At OCAC, we give you the opportunity to learn conceptually-grounded skill sets of thinking and the deep materials knowledge of making that will allow you to envision and create extraordinary objects and images. Equally important, the creative process that you use to make these objects and images is transferable to any career you may pursue or any challenge you may face regardless of its complexity. You are here to learn to be an inventive thinker and innovative maker.

To support you, the community of students, faculty, administrators and staff that constitutes OCAC is guided by policies and procedures designed to make your time on campus productive and satisfying. This Handbook has been prepared to give you a quick reference to these rules and regulations, as well as the resources and opportunities available to you as an OCAC student. Be sure to keep this Handbook readily available as it will be a valuable aid during your time at OCAC.

Remember that you have been invited to join our community because of our belief in your ability to thrive and excel at OCAC. I look forward to watching your progress here at the College and to seeing your contributions to our community.

Have a great year!

# GENERAL INFORMATION

## **ABOUT THE COLLEGE**

Type of College: Private 4-year college  
Degrees Offered: Bachelor of Fine Arts in Book and Print  
Bachelor of Fine Arts in Ceramics  
Bachelor of Fine Arts in Cross Media  
Bachelor of Fine Arts in Digital Strategies  
Bachelor of Fine Arts in Drawing and Painting  
Bachelor of Fine Arts in Fibers  
Bachelor of Fine Arts in Functional Object  
Bachelor of Fine Arts in General Studies  
Bachelor of Fine Arts in Image and Narrative  
Bachelor of Fine Arts in Metals  
Bachelor of Fine Arts in Photography  
Bachelor of Fine Arts in Sculptural Practice  
Bachelor of Fine Arts in Wood

Certificate in Craft  
Post-Baccalaureate Certificate in Craft

Master of Fine Arts in Craft: Practice and Innovation  
Master of Fine Arts in Applied Craft + Design  
Master of Fine Arts in Industrial Design  
Master of Fine Arts in Craft & Material Studies, Low Residency

Accreditation: OCAC is an accredited member of the National Association of Schools of Art and Design (NASAD) and the Northwest Commission on Colleges and Universities (NWCCU)

Academic Calendar: Semesters  
Date Founded: 1907

## **HOURS OF OPERATION\***

FRONT DESK/OPERATION  
See page 4 for hours

## **ADMINISTRATION**

Monday-Friday 9:00am-5:00pm

## **THE HOFFMAN GALLERY AND THE SHOP@OCAC**

Monday- Sunday 10:00am- 5:00pm

## **NICOLETTA'S CAFFÉ**

Monday-Friday 8:00am- 3:00pm  
Dinner Hours: Thursday and Friday 5:00 - 8:00pm

## **LIBRARY**

Monday-Friday 9:00am-5:00pm  
Summer Hours: Monday-Thursday 12pm-4pm

\*Dates, days and hours are subject to change.

# STUDIO HOURS 2018-2019\*

## August 27 – September 10

Monday-Friday .....7:30am-11:30pm  
Saturday-Sunday .....8:00am-11:30pm

September 3 Labor Day Holiday .....CAMPUS IS CLOSED

## September 11 – December 15

Monday-Friday .....7:30am-12:30am  
Saturday-Sunday .....8:00am-12:30pm

## Thanksgiving Break

November 20 -2 1.....7:30am-12:30am  
November 22 .....CAMPUS IS CLOSED  
November 23 .....7:30am-12:30am  
November 24-25.....8:00am-12:30am

December 16 .....8:00am-5:00pm  
December 17 – 23 .....7:30am-9:30pm  
December 24 – January 2 .....CAMPUS IS CLOSED

## January 2 – 21 Winter Break

Monday – Thursday.....7:30am-9:30pm  
Friday.....7:30am-5:00pm  
Saturday – Sunday .....8:00am-5:00pm  
January 21 Martin Luther King Jr. Holiday .....CAMPUS IS CLOSED

## January 22 - February 3

Monday – Friday.....7:30am-11:30pm  
Saturday – Sunday .....8:00am-11:30pm

## February 4 – May 13

Monday – Friday.....7:30am-12:30am  
Saturday – Sunday .....8:00am-12:30am

## March 25 – 29 Spring Break

Monday – Thursday.....7:30am-12:30am  
Friday.....7:30am-12:30am  
Saturday – Sunday .....8:00am-12:30am

## May 14 – September 2 Summer Break

Monday – Thursday.....7:30am-9:30pm  
Friday.....7:30am-5:00pm  
Saturday-Sunday .....8:00am-5:00pm

\*Dates, days and hours are subject to change.

## DATES TO REMEMBER\*

### **FALL SEMESTER 2018**

Fall Semester Begins: Monday, August 27

Labor Day (No Classes, Offices Closed): Monday, September 3

Last Day to Change Registration: Friday, September 7

Constitution Day: Classes in Session: Monday, September 17

Last Day to Withdraw with a Partial Refund: Friday, September 28

Midterm Progress Reports Due: Friday, October 12

Spring Registration Begins: Monday, October 15

Last Day to Withdraw from Classes: Friday, October 19

No Classes in Session, Offices Open: Tuesday – Wednesday, November 20 – 21

Thanksgiving Break: No Classes, Offices Closed: Thursday-Friday, November 22 – 23

Last Day of Classes: Friday, December 14

Reserved for Makeup Classes: Monday – Wednesday, December 17 – 19

Winter Break (Campus/Offices Closed): Monday, December 24 – Wednesday, January 2

### **SPRING SEMESTER 2019**

Martin Luther King, Jr. Holiday (No Classes, Offices Closed): Monday, January 21

Spring Semester Begins: Tuesday, January 22

Last Day to Change Registration: Friday, February 1

Midterm Progress Reports Due: Friday, March 8

Fall Registration Begins: Monday, March 11

Last Day to Withdraw from Classes: Friday, March 15

Spring Break: Monday-Friday, March 25th – 29

Art on the Vine Auction: Saturday, April 6

Last Day of Classes: Monday, May 13

Reserved for Makeup Classes: Tuesday – Thursday, May 14 – 16

Commencement: Sunday, May 19

### **SUMMER SEMESTER 2019**

Forthcoming - Students will be notified when summer semester calendar is available for view.

\*Dates, days and hours are subject to change.

## **SENIOR ADMINISTRATION DIRECTORY**

Jiseon Lee Isbara, Interim President | Dean of Academic Affairs  
Chris Potts, Director of Enrollment Management and Alumni Affairs, Title IX Coordinator  
Michael Oreste, Chief Advancement Officer  
Jennifer Thompson, Controller

## **STAFF DIRECTORY**

See <https://ocac.edu/campus-life/staff> for a complete list

## **FACULTY DIRECTORY**

Undergraduate Programs  
Dylan Beck, Associate Professor & Ceramics Department Head  
Abby McGehee, Professor & General Studies Department Head  
Seth Papac, Assistant Professor & Metals Department Head  
Michelle Ross, Professor & Drawing and Painting Department Head  
Mark Rupert, Associate Professor, Photography Department Head  
Brian Shannon, Professor & Foundations Department Head  
Barb Tetenbaum, Professor & Book and Print Department Head  
Christine Clark, Professor, Metals and Sculpture  
Phil Harris, Professor/General Studies, on Sabbatical Leave in 2018-19  
Ryan Burghard, Assistant Professor, Foundations and General Studies  
Jeanne Medina, Visiting Assistant Professor/Fibers  
Olivia Fu, Teaching Fellow, Image and Narrative

Lucas Bernhardt, Adjunct Faculty, General Studies  
Shelby Davis, Adjunct Faculty, Wood  
Isabel Duffy, Adjunct Faculty, Book and Print  
Catherine Glass, Adjunct Faculty, General Studies  
Chanda Glendinning, Adjunct Faculty, Ceramics  
Bethany Hays, Adjunct Faculty, Drawing and Painting  
Rebecca Kelley, Adjunct Faculty, General Studies  
Colin Kippen, Adjunct Faculty, Foundations  
Tally Locke, Adjunct Faculty, Wood  
Elizabeth Malaska, Adjunct Faculty, Drawing and Painting  
Gina Morris, Adjunct Faculty, General Studies  
Wendy Noonan, Adjunct Faculty, General Studies  
Diane Pfeiffer, Adjunct Faculty, Digital Strategies  
Justin Rigamonti, Adjunct Faculty, General Studies  
Lee Stewart, Adjunct Faculty, General Studies  
Leslie Vigeant, Adjunct Faculty, General Studies  
Sarah Wertzberger, Adjunct Faculty, Fibers  
Bobbi Woods, Adjunct Faculty, Digital Strategies

**Graduate Programs**

MFA in Craft: Practice and Innovation, MFA in Craft and Material Studies, Low Residency  
Karl Burkheimer, Professor & Chair, on Sabbatical Leave in Fall 2018  
Courtney Kemp, Lead Faculty, MFA in Craft and Material Studies  
Stephanie Gervais, Instructor-in-Residence  
Craig Drennen, Instructor-in-Residence

MFA in Applied Craft and Design  
Sara Houston, Assistant Professor & Interim Chair  
Whitney Lowe, Adjunct Faculty  
Julie Beeler, Adjunct Faculty  
Leslie Vigeant, Adjunct Faculty

MFA in Industrial Design  
Cia Mooney, Associate Professor & Chair  
Diane Pfeiffer, Adjunct Faculty  
Tally Locke, Adjunct Faculty

**Studio Managers**

Christine Wolf, Book Arts & Printmaking Studio Manager  
Loo Bain, Fibers  
Jason Berlin, Drawing/Painting  
Sterling Collins, Wood  
Chanda Glendinning, Ceramics  
Benny Hill, FabLab  
Kat Kauffman, Photography

**Graduate Studies**

Hannah Newman, MFA Applied Craft + Design Program Manager  
Will Moss, MFA Applied Craft + Design Studio Manager



## 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.

### **CORE THEMES**

1. Studio Practice
2. Critical Inquiry and Discourse
3. Supportive Mentor Based Learning Community
4. Emphasis on Global Consciousness

### **AUTHORIZATION**

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 under OAR 583-030-0035. Inquiries concerning the standards or school compliance may be directed to the Higher Education Coordinating Commission, Office of Degree Authorization: 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401.

### **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

### **NONDISCRIMINATION 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.

## HISTORY OF OCAC

- 1907: The College is founded as the Arts and Crafts Society by Julia Hoffman, photographer, painter, sculptor, metalworker, and weaver, out of her desire to foster the Arts and Crafts Movement through classes and exhibitions. The first classes were held in members' homes.
- 1934: The Kramer Building, located in downtown Portland, becomes the College's first permanent site. Founder Julia Hoffman dies at the age of 78.
- 1936: Margery Hoffman Smith, Assistant State Director of the Federal Arts Program and daughter of Julia Hoffman, coordinates the interior design of Timberline Lodge as part of the Work Projects Administration (WPA). Hoffman Smith oversees the lodge's architectural details and furnishings.
- 1952: The Arts and Crafts Society merges with the Allied Art and Metal Guild and moves to a large home located in northwest Portland.
- 1962: A former hospital building in northwest Portland is purchased and converted into studios and classrooms to accommodate the Society's growth. The Hoffman Gallery is dedicated, fulfilling Julia Hoffman's dream of a permanent exhibition space for craft.
- 1978: The Arts and Crafts Society name is changed to Oregon School of Arts and Crafts (OSAC). A capital campaign for a new campus begins with a 7.2-acre filbert orchard donated by Howard Vollum, founder of Tektronix Corporation, and his wife Jean, an artist. Margery Hoffman Smith provides the initial donation for a building fund. The Murdock Charitable Trust awards a \$300,000 grant to the institution, which helps secure a challenge grant from the National Endowment for the Arts to construct the \$1.5 million campus.
- 1979: OSAC moves to the present site on SW Barnes Road in Portland, located 3.2 miles from downtown Portland. The nine campus buildings were designed by Oregon architect John Storrs, and the beautiful grounds were designed by landscape architect Barbara Fealy. Regional artists also incorporated custom details into the campus facilities, including stained glass windows, handmade ceramic tiles, and one-of-a-kind metal and wrought iron works. OSAC launches its Artist-in-Residence Program, bringing emerging and mid-career artists from across the country to the campus for concentrated studio time.
- 1984: The Artist-in-Residence Program receives funding support from The Collins Foundation.
- 1987: OSAC receives an endowment of \$3.7 million from the estate of Howard Vollum. A foundation is established to oversee the endowment and is comprised of its own Board of Trustees and bylaws.
- 1988: The Certificate in Craft, a three-year, studio-based program of college-level classes, is inaugurated and runs in conjunction with the school's Continuing Education Studio School classes and workshops for adults.
- 1989: The National Association of Schools of Art and Design (NASAD) grants accreditation, and OSAC becomes an independent, accredited art school.

- 1991: Commencement exercises are held for OSAC's first graduating class of Certificate in Craft awardees.
- 1994: OSAC becomes a degree-granting college with the inauguration of a Bachelor of Fine Arts in Crafts (BFA) degree.
- 1995: The College acquires property at the intersection of SW Barnes and SW Leahy, which includes an historic schoolhouse, the original farmhouse, and the donor's family home, an Arts and Crafts bungalow. The institution also receives a grant from the Meyer Memorial Trust to fund campus renovation projects and design a campus master plan.
- 1996: To reflect the institution's identity as a degree-granting college, Oregon School of Arts and Crafts becomes Oregon College of Art and Craft (OCAC).
- 1997: The College celebrates 90 years of education in art and craft and is given an award of distinction from the American Craft Council.
- 1998: The first youth summer art camp begins for children and teens, ages 6 to 17. The program is funded through grants from PGE, Schnitzer CARE Foundation and private donors. The camp was originally called Art on the Hill and was soon changed to Art Adventures and still thrives today.
- 2003: The College receives grants from the James F. & Marion L. Miller Foundation and from the M.J. Murdock Charitable Trust for campus-wide technology upgrades.
- 2004: OCAC collaborates with alumna Susana "Apolonia" Santos and artist Pat Courtney Gold, both citizens of the Confederated Tribes of Warm Springs, as well as The Museum at Warm Springs and Kah-Nee-Ta, to create the Journeys in Creativity Program: Explorations in Native American Art. The program goals are to provide art workshops and opportunities to Native American teens so they can pursue becoming artists, owning or being employed by an art business, or attending college in the future.
- 2006: OCAC receives candidacy for accreditation by the Northwest Commission on Colleges and Universities (NWCCU).
- 2007: A \$14.6 million Capital and Endowment Campaign is launched to expand and renovate the western third of the campus. The College celebrates its 100th year.
- 2009: A joint Master of Fine Arts in Applied Craft + Design (MFA AC+D) degree program is launched with the Pacific Northwest College of Art. The only one of its kind in the United States, the MFA in AC+D allows students to simultaneously explore craft and design using the combined resources of both institutions.
- 2010: OCAC achieves its Phase I Capital and Endowment Campaign goals and dedicates the new Jean Vollum Drawing, Painting and Photography Building and the Bonnie Laing-Malcolmson Thesis Studios. President Bonnie Laing-Malcolmson ends her eight-year tenure as College President and Denise Mullen is hired as the new President of OCAC.
- 2011: The College is granted regional accreditation by the Northwest Commission on Colleges and Universities (NWCCU).
- 2012: OCAC announces a Master of Fine Arts (MFA) in Craft program to begin Fall 2013.

- 2013: OCAC launches its MFA in Craft, the only one of its kind in the United States, with Wood Department Head Karl Burkheimer named as Chair of the program. Journeys in Creativity marks its 10th anniversary and welcomes nationally recognized Native artist instructors, including Journeys co-founder Pat Courtney Gold, Lillian Pit, Tony Johnson, and Toma Villa to teach in this milestone year.
- 2014: OCAC welcomes nobleoni café to campus, with co-owner/chef Leather Storrs, son of iconic Oregon architect John Storrs, designer of the OCAC campus.
- 2015: The inaugural class of the Master of Fine Arts in Craft graduates at a ceremony featuring Thom Collins, President and Executive Director of the Barnes Foundation in Philadelphia, as graduation speaker. Ray Kim and Robert Huntsman take over the café reins with Eight Three One Café.
- 2016: The OCAC FabLab is instituted with funding from The M.J. Murdock Charitable Trust as a laboratory for digital fabrication to support and extend the creation of materials knowledge at OCAC. Five new areas of study are articulated as paths of curricular inquiry for BFA students: Cross Media, Digital Strategies, Image and Narrative, Functional Object, and Sculptural Practice, bringing the number of undergraduate degrees to twelve.
- 2017: OCAC announces the third MFA degree, the Master of Fine Arts (MFA) in Industrial Design, to begin Winter 2018.
- 2018: OCAC launches the Master of Fine Arts in Industrial Design with Cia Mooney as Chair of the program in January, followed by the fourth MFA program, the Master of Fine Arts in Craft and Material Studies - Low Residency, in June.

The legendary NorthWest exhibition space, The Art Gym (TAG), moves to the OCAC campus to continue the mission of presenting the work of artists of the Pacific Northwest to the world.

## CAMPUS RESOURCES

### **THE LIBRARY**

Located on the north side of the campus beside the Bonnie Laing-Malcolmson Thesis Studios, the Library is accessible from the lower level entrance. The Library houses a vibrant and growing collection of over 12,000 books and 90 periodicals on craft and fine art. It is a participating member of the Washington County Cooperative Library System (WCCLS), a public network allowing access to a general collection of over a million volumes. Materials owned by other WCCLS member libraries may be requested and delivered to the College via courier at no cost. Students also have access to a variety of art-related subscription databases and resources available online. Those online resources include periodical indexes, as well as digital image and visual art resources. Other online resources are provided on the Library website: [library.ocac.edu](http://library.ocac.edu).

The standard checkout period for library books, videos, and DVDs is 21 days. Exceptions to this are reserve books, which circulate for either one, three or seven days. Reference texts, the non-circulating collection, some reserve materials, and periodicals may not be checked out. OCAC students do not accrue overdue fines for late OCAC materials or items from other WCCLS member libraries; however, students will not be able to check out materials if: 1) any item is overdue and cannot be renewed, or 2) any damaged material charges or replacement charges exist on their library account.

NOTE: If any item(s) is/are over 25 days overdue, the patron's record is billed for its replacement. To maintain borrowing privileges, please return or renew materials by (or before) their due date either by calling the Library, talking to a Library staff member, or managing your account online at [wccls.org](http://wccls.org).

The College is a member of ARTStor, where our students' thesis images, faculty work, and teaching collections are housed online. Please contact the director of library services for details about this collection, and for access to our other online databases.

### **THE ART GYM (TAG), formerly the HOFFMAN GALLERY**

The Art Gym (TAG), an iconic exhibition space in the Pacific NorthWest region, moves to OCAC in the fall of 2018. The OCAC gallery was formerly named the Hoffman Gallery for Julia Hoffman, who in 1907, founded the precursor of today's Oregon College of Art and Craft. The Art Gym, which began in a former gym at Marylhurst University, has a long history of dedication to exhibiting the work of artists of the Pacific NorthWest. In supporting the College's educational mission, TAG at OCAC reflects current trends and conversation in the arts and expands the critical discourse around art, craft and making for the campus and the larger community. The gallery also features special exhibitions of OCAC students and faculty.

In addition, there are two more exhibiting spaces on the OCAC campus: The CENTRUM LAB GALLERY and SHOP@OCAC. The Centrum Lab Gallery provides a showcase for student and alumni work highlighting the College's curriculum. In support of the College's mission, The Shop@OCAC offers the work of regional artists for sale. The Shop's mission is to inform and educate OCAC community and the public at large of the significance of making. The objects and items in the SHOP@OCAC represent the high standards of excellence taught and the exceptional quality of work produced at the College.

### **CENTRUM COMPUTER LAB**

The student computer lab is located in the Centrum. Students are assigned a login and password for the lab. Equipment includes 15 Macintosh computers and a large capacity printer that is capable of full color prints up to 12"x18". Each computer features internet access and assorted software programs such as Adobe Creative Cloud, MS Office, web browsers, and typical OS X software. A IT Administrator is available Monday-Thursday in the lab. The printer/copier, located inside the Centrum computer lab, is available for student use at a per-page rate.

### **THE CAFE AT OCAC - Nicoletta's Caffè**

Nicoletta's Caffè is a privately owned and operated business on OCAC's campus where healthy, gourmet meals are prepared Monday through Friday. The menu provides the freshest, seasonal, local ingredients and offers salads, entrees, sandwiches, soups, and fresh baked desserts daily. Vegetarian and vegan options are available daily. Students are eligible to receive a 10% discount on regularly priced menu items. The Cafe also offers a student-only menu that includes 'grab and go' options.

## **STUDENT LOUNGE**

The lounge is located in the Fibers area in the Centrum Building and features sofas, workspace, a microwave, and mini-refrigerator, as well as student mailboxes and information about events. Students may use the area to relax, eat, and study. Students may display their work in the lounge by making arrangements with Student Services.

## **MAILBOXES**

All student mail, including inter-campus mail, is distributed through student mailboxes located at the Front Desk in the Centrum Building. Students are encouraged to check their mailboxes frequently and remove outdated mail.

## **WiFi**

WiFi internet access is available on campus; look for the OCAC-PUBLIC wireless connection. Use of peer-to-peer sharing software such as BitTorrent on campus WiFi or lab computers is strictly forbidden and can result in loss of privileges and/or disciplinary action.

## **RESTROOM ACCESS**

All individuals may access the facility that corresponds to their gender identity and/or expression.

OCAC also provides all-gender, single-user facilities in the following buildings:

- Admissions/Student Services
- Library Building
- MFA in Craft Studio
- Administration
- Metals Studio
- Wood Studio
- Ceramics Studio

## **BICYCLES ON CAMPUS**

The bicycle rack is located in the lower parking lot, below the Metals building. Bikes may not be parked in any other location on campus. Students should use a U-lock when parked, even if only for a few minutes. There are bike lanes from and to the College for the Sunset Transit station.

## **SUSTAINABILITY**

OCAC is committed to and working toward becoming a carbon neutral institution. The College has installed energy efficient roofs, lighting and windows, introduced native landscaping, and works to eliminate chemicals that may harm the environment, as well as taking steps to reduce unnecessary printing.

## **STUDIO SCHOOL**

Studio School students are those, over 18 years old who are enrolled in Studio School Program, continuing education for adults, offered by the Community Programs. Non-degree students enrolled in program classes are “non-matriculating”. The College has a long history to support continuing education in art and craft, and many regional artists began their careers in the Studio School program. Introductory through advanced level classes offer students of varying experience opportunities to explore or refine their skills in the OCAC studios.

The year-round Studio School classes and workshops provide educational enrichment for full-time students, as well as those from the community. Visiting artists from around the world teach 2-5 day workshops, covering specific media and techniques that supplement the core curricula of the College. See the current Studio School schedule online at [ocac.edu](http://ocac.edu).

Some Studio School classes that run 30 hours or more are offered for credit for degree seeking students (as indicated in the Studio School schedule). BFA and Certificate students may take up to three credits of Studio School classes to fulfill studio elective credit requirement per the consent of their advisor.

All BFA, Certificate and Post-Baccalaureate Certificate students may receive up to 15% tuition discount when they take Studio School classes and workshops for non-credit. Studio School scholarships and discounts do not apply to tuition for workshops or classes taken for credit.

## **ARTISTS-IN-RESIDENCE PROGRAM**

The OCAC Artists-in-Residence program has been a hallmark of the institution for over 35 years. Bringing established and emerging artists, designers, writers and makers from around the world to OCAC to focus on their work in our excellent studios, the Artists-in-Residence contribute to the vibrancy of the campus discourse and add to the unique educational collaboration among faculty and students that is OCAC.

# ADMISSIONS POLICIES

## UNDERGRADUATE ADMISSIONS

Applications for the BFA and Certificate in Craft and Post Baccalaureate Certificate programs are accepted year round with start dates in the fall and spring.

Admission consideration for domestic students into the **BFA** and **Certificate in Craft** program a student must submit a completed application. A completed application consists of the following:

- Online application
- Non-refundable \$55 application fee
- High school, GED, or college/university (if applicable) transcripts.
- Students must have a GPA of 2.0 or higher. Students with less than a 2.0 can be admitted on probation if proficiency is shown in portfolio and/or artist statement/interview.
- Artist Statement or Interview with Admissions Counselor.
- Portfolio of (12-20 pieces)
- One letter of recommendation (optional but recommended)
- Official SAT or ACT scores (optional but recommended)
- Filed FAFSA (optional but recommended)

Admission consideration for international students into the **BFA** and **Certificate in Craft** program a student must submit a completed application. A completed application consists of the following:

- Online application
- Non-refundable \$55 application fee
- Professional transcript course-by-course evaluation showing degree equivalency and GPA on a 4.0-point scale. Transcript evaluations must be provided by Education Credential Evaluations (ECE), or World Education Services Inc. (WES)
- Students must have a GPA of 2.0 or higher. Students with less than a 2.0 can be admitted on probation if proficiency is shown in portfolio and/or artist statement/interview.
- Artist Statement or Interview with admissions counselor.
- Portfolio of (12-20 pieces)
- Minimum TOEFL score of 50 and IELTS of 5. TOEFL scores 50-60 and IELTS 5-6 will be required to take ESL.
- One letter of recommendation (optional but recommended)
- Official SAT or ACT scores (optional but recommended)

Admission consideration for domestic students into the **Post Baccalaureate Certificate** Program a student must submit a completed application. A completed application consists of the following:

- Online application
- Non-refundable \$55 application fee
- Current Resume or Curriculum Vitae
- Two letters of recommendation
- 500 word Statement of Intent
- Portfolio (12-20 pieces)
- Students must have a GPA of 2.0 or higher
- Official university transcripts showing degree completion
- Interview with department head
- Completed FAFSA (optional but recommended)

Admission consideration for international students into the **Post Baccalaureate Certificate** Program a student must submit a completed application. A completed application consists of the following:

- Online application
- Non-refundable \$55 application fee
- Current Resume or Curriculum Vitae
- Two letters of recommendation
- 500 word Statement of Intent



- Portfolio (12-20 pieces)
- Student must have a GPA of 2.0 or higher
- Professional transcript course-by-course evaluation showing degree equivalency and GPA on a 4.0-point scale. Transcript evaluations must be provided by Education Credential Evaluations (ECE), or World Education Services Inc. (WES)
- Interview with department head
- Minimum TOEFL: 61 or IELTS: 7

### **Admitted on Probation**

Students admitted on probation will meet with Students Services to set up an academic success plan to help them meet their academic needs.

Upon admission, students must:

- Submit a \$250 tuition deposit to secure their place in the upcoming cohort
- Submit an immunization form, documenting their immunity to measles in compliance with State of Oregon statutes.
- Submit official high school, college/university (if applicable) transcripts to prove completion and final grades.
- If receiving Federal Financial Aid proof of completion of secondary education must be provided. GED and transcripts are preferred but high school diploma may be accepted.

### **GRADUATE ADMISSIONS**

Application for the MFA Programs are accepted year round. MFA in Craft and MFA in Industrial Design have start dates in the Fall and Spring. MFA in Craft and Material Studies has start dates in Fall, Spring, and Summer.

Applications for the **MFA in Applied Craft and Design** are accepted at OCAC during odd year recruitment cycles with a Fall start date.

Admission consideration for domestic students into the MFA programs a student must submit a completed application. A completed application consists of the following:

- Online application
- Non-refundable \$55 application fee
- Current Resume or Curriculum Vitae
- Two letters of recommendation
- 500 word Statement of Intent
- Portfolio (12-20 pieces)
- Students must have a GPA of 2.0 or higher
- University transcripts showing degree completion
- Interview with program chair or assigned faculty
- Completed FAFSA (optional but recommended)

Admission consideration for international students into the MFA programs a student must submit a completed application. A completed application consists of the following:

- Online application
- Non-refundable \$55 application fee
- Current Resume or Curriculum Vitae
- Two letters of recommendation
- 500 word Statement of Intent
- Portfolio (12-20 pieces)
- Student must have a GPA of 2.0 or higher
- Professional transcript course-by-course evaluation showing degree equivalency and GPA on a 4.0-point scale. Transcript evaluations must be provided by Education Credential Evaluations (ECE), or World Education Services Inc. (WES)
- Interview with program chair or assigned faculty
- Minimum TOEFL: 61 or IELTS: 7

Upon admission into the MFA in Craft, ID, and/or Craft and Materials Studies program students must:

- Submit a \$450 tuition deposit to secure their place in the upcoming cohort
- Submit an immunization form, documenting their immunity to measles in compliance with State of Oregon statutes.
- Submit official university transcripts to prove completion and final grades.
- If receiving Federal Financial Aid proof of completion of secondary education must be provided. GED and transcripts are preferred but high school diploma may be accepted.

Upon admission into the MFA in Applied Craft and Design program students must:

- Submit a \$350 tuition deposit to secure their place in the upcoming cohort
- Submit an immunization form, documenting their immunity to measles in compliance with State of Oregon statutes.
- Submit official university transcripts to prove completion and final grades.
- If receiving Federal Financial Aid proof of completion of secondary education must be provided. GED and transcripts are preferred but high school diploma may be accepted.

### **INTERNATIONAL STUDENT ADMISSIONS**

International student applicants are those students who plan to study on campus using the F-1 Nonimmigrant Student Visa. These students are subject to the rules and regulations of the U.S. Department of Homeland Security Student and Exchange Visitor Program (SEVP). SEVP regulations require that students enroll for full-time study to ensure normal progress in completing their degree program on time. This requires sufficient funds or sponsorship to pay for the student's education and living expenses throughout their studies. International students are encouraged to contact the admissions office for additional assistance.

After admission, international students must also submit the following items before an I-20 is issued:

- Completed OCAC Application for I-20, If currently studying in the U.S., a copy of the I-20, visa and both sides of the I-94
- Copy of passport pages of biographical info and expiration date
- Official financial documents in English and U.S. dollars, issued within the last three months. Documents must provide proof of readily available funds of the estimated cost of attendance as indicated in the I-20 application

### **DEFERRING ADMISSIONS**

Students may defer their admission for up to one year for the follow reasons:

- Financial
- Health
- Life circumstances

Students who defer their admissions will be able to keep their institutional scholarship and may get re-evaluated based on tuition increases and additions to their portfolio.

### **RE-ADMISSION TO THE COLLEGE**

Students who previously applied to OCAC but cancelled their admission or did not enroll or defer must re-apply for admission according to the same application procedures described in this section. Students who withdrew from the college or ceased attending after completing one or more semesters at OCAC need submit the following:

- Application for admission
- Official transcripts from any colleges or university attended since their last enrollment at OCAC.
- Any admissions requirements not already on file according to requirements.
- All financial holds must be cleared before readmission to the college will be considered.

A history of unsuccessful academic progress at OCAC or other institutions could result in denial of readmission.

### **NON-DEGREE-SEEKING STUDENTS**

Students not pursuing a degree or certificate at OCAC may register for credit on a space-available basis with permission of the instructor or department head. Before registering for coursework, students must complete the Application to Enroll as Non-degree-seeking Student and submit it to the registrar. Non-degree seeking students must have an earned high school diploma or GED. No application fee is required. Regular tuition and course fees apply.

## ACADEMIC POLICIES

Academic policies are subject to change. Students are notified of changes through official college publications.

### **ACADEMIC APPEAL AND PETITION PROCESS**

Students may petition the Dean of Academic Affairs to make an exception to academic policies. Requests will be considered on their educational merits. Petitions require the signature of the faculty advisor who will help the student determine whether an inquiry has merit. The Dean of Academic Affairs' decision on any petition is final. The Academic Appeal and Petition form is available in the Registrar's office. Please note that successful appeal of an academic policy does not automatically reinstate financial aid eligibility or overrule financial aid policy and procedure. Students who receive financial aid must follow the governing policy and procedures of the Financial Aid Office and may be required to submit a separate appeal.

### **ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE**

OCAC accepts Advanced Placement (AP) credit for exams with a score of 4 or 5 and International Baccalaureate (IB) credit for Higher Level (HL) exams with a score of 5, 6, or 7. Each exam is accepted as 3 semester credits. Official scores must be received directly from the testing service.

### **AICAD EXCHANGE PROGRAM**

As a member of the Association of Independent Colleges of Art and Design (AICAD), OCAC participates in the AICAD Exchange Program, which provides an opportunity for students from art and design colleges throughout the United States to study for one semester at another participating member institution in the U.S. or Canada. The experience of living in a different region and studying with new faculty are among the benefits the program offers. The program is open to full-time students in their junior year, are in good standing, and meet the eligibility requirements of their specific program. Students select an AICAD affiliate institution to attend, however the host institution retains sole discretion to accept or deny individual applications and to determine the total number of AICAD Exchange students accepted in a given semester. See the AICAD website at [aicad.org](http://aicad.org) for general information and the OCAC Student Services Coordinator for complete program information.

### **ATTENDANCE**

Academic progress is linked to attendance in class. Students are responsible for the entire content of their courses and can expect attendance to influence the evaluation of their performance.

### **AUDITING A CLASS**

Any student may audit one or more classes on a space-available basis. Students may change from credit to audit or vice versa during the change of registration period. Appropriate tuition and fees apply. Students may not change to audit in classes with a waitlist.

### **CHALLENGING A COURSE**

A student admitted to the College is eligible to challenge courses that contain material the student has previously learned for which either credit was not awarded or was not accepted in transfer. To challenge 100-level courses a student must demonstrate to the instructor a skill level equal to students completing the course by presentation of a portfolio or by passing an examination. A student may challenge 100-level courses for a maximum of six credits in the major area of study and an additional six credits in studio electives or foundation courses. Credits earned through the challenge process are not calculated into the student's GPA. To challenge any courses at 200 level or higher, a student must petition the Dean of Academic Affairs. A student must provide the dean with documentation that he or she has: 1) the support of the instructor, and 2) a skill level equal to students completing the course by presentation of a portfolio or by passing an examination. Students will be charged a per-credit assessment fee regardless of the outcome of the challenge.

## **CHANGE OF REGISTRATION**

Students may change their registration (add and/or drop classes) through the second week of the semester by submitting a Change of Registration form to the Office of the Registrar. Adding a class after the start date requires instructor permission, and students are responsible for completing any missed work in a timely manner. Dropping a class after the start date does not cancel all tuition and fees (see Refund Deadlines.) After the second week of the semester, students may withdraw from classes until the withdrawal deadline. A grade of W will be recorded on the transcript for each withdrawn class. After the withdrawal deadline, students who stop attending a class will receive the grade earned.

## **COMMENDED SCHOLARS**

Each semester, full-time degree- or certificate-seeking undergraduate students who achieve a grade point average of 3.7 or greater (with no Incompletes) are recognized for outstanding work by the President and the Dean of Academic Affairs with a letter of commendation. Only classes taken at OCAC are used in determining the qualifying GPA.

## **COURSE LEVEL**

100-299: Lower division coursework; normally taken by first and second year undergraduates

300-499: Upper-division coursework; normally taken by third and fourth year undergraduates

500-699: Graduate-level coursework

## **CREDIT HOUR DEFINITION**

**STUDIO COURSES:** Studio courses require up to four weekly hours per credit, usually including two class instruction hours and two outside-of-class hours for undergraduate programs. Graduate programs may meet for fewer class instruction hours and require more outside-of-class hours to support individual and independent creative practice and academic research. Three-credit beginning to intermediate studio courses usually meet for six hours per week of class instruction, either in one six-hour or two three-hour class sessions; these courses require six additional hours of work outside of class. Three credits are awarded for 12 hours of work per week in a beginning to intermediate studio class, usually six hours in the studio with instruction and six hours of work per week outside of class. Three-credit advanced studio courses in undergraduate programs may require 12 hours of work per week total - fewer number of class instruction hours and more number of outside of class hours. An intensive amount of time is required per credit in studio courses because of the skill-based learning and rigorous conceptual development of the curriculum. A focus on making, which is at the core of the OCAC programs, requires the attainment of skills and intellectual knowledge that is best developed through providing intensive instruction in working with materials and the opportunity for students to develop their own artistic expression.

**LECTURE COURSES:** Three-credit lecture courses usually meet for three hours per week of class instruction, either in one session or over two class sessions; lecture courses require six additional hours of work outside of class for a total of nine hours of work per week for a three-credit course. The time required in lecture classes allows students to develop their writing and communication skills, and to gain an understanding of artistic and cultural context, which are essential corollaries to their studio work.

## **FULL-TIME/PART-TIME STATUS**

**UNDERGRADUATE STUDENTS:** Students enrolled in 12 or more credits in a semester are classified as full-time. Students enrolled in fewer than 12 credits are classified as part-time. Students in the BFA, Certificate, or Post-Baccalaureate program must be enrolled for at least 6 credits per semester.

**GRADUATE STUDENTS:** Student enrolled in 9 or more credits in a semester are classified as full-time. Students enrolled in fewer than 9 credits are classified as part-time. Students in any MFA program must be enrolled in at least 6 credits per semester. For students in the MFA in Craft and MFA in Industrial Design, registration below 12 credits in the fall or spring semester requires written approval by the program chair. Students in the MFA in Applied Craft and Design are required to maintain full-time status.

## **GRADING**

Letter grades have the following point values:

A 4.00 A- 3.70 B+ 3.30 B 3.00 B- 2.70 C+ 2.30 C 2.00 C- 1.70 D 1.00 F 0.00

The following marks are not calculated in the Grade Point Average (GPA)

AU: Audit

I: Incomplete

P/NP: Pass/No Pass. Pass is equivalent to a grade of C or better for undergraduate classes and B or better for graduate classes.

Pass/no pass grading is available only in specific classes offered pass/no pass only.

W: Withdrawal

## **UNDERGRADUATE GRADE DESCRIPTIONS**

A: The student completes assigned work with initiative, originality, and a thorough mastery of the subject matter.

B: The student completes assigned work with originality of moderate degree and does some independent work.

C: The student completes assigned work adequately and acquires the basic content of the course.

D: The student has acquired the bare essentials of the course, but performance is less than satisfactory.

F: The student has not acquired the minimum essentials in a course that is required for the completion of their program.

Not applied to any degree requirement.

## **GRADUATE GRADE DESCRIPTIONS**

A, A-: The student completes assigned work with initiative, originality, and a thorough mastery of the subject matter.

B+, B: The student completes assigned work adequately and acquires the basic content of the course.

B-: The student has acquired the bare essentials of the course, but performance is less than satisfactory.

C, D, F: Performance not acceptable for graduate credit. Not applied to any degree requirement.

## **GRADE CHANGE AND GRADE APPEAL**

**GRADE CHANGE:** A grade cannot be changed once it has been recorded in the Office of the Registrar unless an error was made in assigning the original grade. An error refers to incorrect data entry, miscalculation or failure to consider all coursework submitted before the grading deadline. If a grading error was made, the instructor must notify the Office of the Registrar by submitting a Change of Grade form no later than the end of the semester following the grade submission. To protect records integrity, all grade changes must be submitted in writing and be signed and dated by the instructor and the department head. For an error discovered more than one semester after grade submission, the grade change must be approved by the Dean of Academic Affairs and supported by documentation (e.g., grade books, papers, examinations) from the instructor or department head.

**GRADE APPEAL:** 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. Grade appeal forms are available from the Office of the Registrar. Grade appeals are made to the Dean of Academic Affairs. Students appealing a grade have until the end of the second week of the following semester to begin grievance procedures.

## **INCOMPLETE GRADE**

An Incomplete may be given in exceptional cases due to illness or an extreme personal emergency in which the student is 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 the student. If an Incomplete is given for a class, the work must be completed by the deadline set by the instructor, even if the student is not registered in other classes at that time. This deadline is made at the discretion of the instructor, with a maximum allowed deadline of 30 days after the end of the semester. In extreme cases, students may petition the Dean of Academic Affairs 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" that is submitted to the Office of the Registrar. If the Incomplete is not cleared by the deadline, the default grade set in the contract will be recorded. If not noted in contract, a grade of "F" is issued.

## **LEAVE OF ABSENCE**

Eligible students may take leave of absence for up to one calendar year (two consecutive fall/spring semesters.) To be eligible for leave of absence, students must be in academic and disciplinary good standing, have no unresolved incomplete grades, and have satisfied all financial obligations to OCAC. Students on a leave of absence retain current student status but may not participate in college activities or use studios space. Students considering a leave of absence should consult their faculty advisor to discuss options and develop a plan for re-entering the college. Students should be aware that course sequencing may limit their ability to re-enter after a single semester, and re-entry to programs with limited seats will be on a space-available basis. To apply for leave of absence, students meet with the Director of Enrollment Management and Alumni Affairs, who will assist the student in completing all necessary steps and submitting a Leave of Absence form to the office of the registrar. Students returning from leave should notify the office of the registrar at least 30 days before the beginning of the semester in which they will resume studies. Students not returning within one year will be administratively withdrawn from the college.

**MEDICAL LEAVE OF ABSENCE:** Medical leave of absence may be granted regardless of standing with appropriate medical documentation. The medical provider must indicate the necessity of granting the leave.

**MILITARY LEAVE OF ABSENCE:** Students called to active duty while enrolled at the College should contact the Registrar's office to request military leaves of absence. Students are eligible to return with the same academic standing as when last in attendance at the College, provided they have been absent no more than five years. Upon completion of service, students should notify the Registrar of their intent to enroll and be aware that degree requirements may have changed.

## **OUTSIDE STUDY AND CROSS-REGISTRATION**

BFA or Certificate in Craft students in good-standing who have completed 60 or more credits toward the degree or certificate may take classes at another college or university to fulfill requirements for graduation. Students must request prior approval from their advisor, the dean of academic affairs, and the registrar and must submit an Outside Study form. Classes taken through outside study will be recorded as transfer credits and accepted only with a grade of C or better. Students should be aware that the destination institution makes all decisions regarding admission and course availability.

OCAC is a member of the Oregon Alliance of Independent Colleges and Universities. With prior approval, full-time undergraduate students in good standing are eligible to cross-register at another Alliance institution for one course per semester in fall and spring at no additional cost. Courses taken through cross-registration will be recorded as transfer credits and accepted only with a C or better. Contact the registrar for more information.

## **REGISTRATION**

Information about registering for classes is disseminated to all students each semester by the registrar.. Registration for classes and changes in registration are official only when recorded in the Office of the Registrar.

## **REPEATING A COURSE**

Students wishing to repeat a course for grade improvement must retake exactly the same course (course number and credits) as the original. Both grades will be reflected on the transcript, but only the instance with the better grade will be calculated in the credit totals and grade point average. Certain types of courses and grades are not subject to the repeat policy, including courses transferred from another college or university, courses applied toward a conferred degree or certificate, and courses with a mark of W (withdrawal) or I (incomplete).

## **SATISFACTORY ACADEMIC PROGRESS**

**ACADEMIC PROBATION:** Students will be placed on academic probation if their semester GPA falls below 2.0 for undergraduates or 3.0 for graduates. Students on academic probation are ineligible to participate in internships, AICAD Exchange, OCAC Summer Intensive courses, consortia, or exchange programs. Students will be returned to good standing if they meet the minimum GPA requirements in the subsequent semester of enrollment.

**ACADEMIC SUSPENSION:** Students on probation who earn a semester GPA below 2.0 for undergraduates or 3.0 for graduates in their subsequent semester of enrollment may be placed on academic suspension. Students on academic suspension may not take classes, participate in student activities, or use studio space. After one year on academic suspension,

students may petition the Dean of Academic Affairs to return to OCAC. A student placed on academic suspension has the right to appeal the decision within 30 days of notification (see Academic Appeals.)

**ACADEMIC DISMISSAL:** If a graduate student is failing to meet program standards of progress, the program will warn the student in writing. Continued failure to meet the standards may result in dismissal from the program at the discretion of the department head. Any appeal of the dismissal must be made to the Dean of Academic Affairs within 30 calendar days of the dismissal notice.

### **STUDIO SCHOOL CLASSES TAKEN FOR CREDIT**

Designated Studio School classes may be taken on a for-credit bases for 1 semester credit. Undergraduate students may take up to three Studio School classes for credit (3 credits total) and apply those credits to their degree or certificate requirements. Students taking Studio School classes for credit must register for the course through the Office of the Registrar as well as through Studio School.

### **STUDENT RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Oregon College of Art and Craft (OCAC) receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask OCAC to amend a record should write to the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
4. If OCAC decides not to amend the record as requested, OCAC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to provide written consent before OCAC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. OCAC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for OCAC.

OCAC classifies the following as school officials:

- Any person employed by the college in an administrative, supervisory, academic, research, or support position.
- Any person employed by any agency with which the college has had a cooperative enrollment agreement that offers OCAC classes.
- School officials of any institution with an active co-enrollment agreement with the college.
- Any person elected to the college Board of Trustees.
- Students employed by the college in any capacity (e.g., work-study).
- Students, alumni, or volunteers serving on an official college committee.
- Students, alumni, or volunteers performing tasks in support of the work of the college under direct control of a college employee.
- Students and alumni who are officers of a recognized student organization.
- Any person employed or contracted by the college on a temporary basis to perform a specific task under direct control of the college (e.g., attorneys, auditors).
- Any person or entity employed or contracted by the college to perform professional or support services that would otherwise be performed by college employees (e.g., SIS programming and support) and who is under the direct control of the college.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Under FERPA, OCAC may disclose designated "directory information" without written consent at the discretion of the registrar. Directory information can be included in university publications or reported to outside agencies as per university policy. OCAC has designated the following information as directory information:

- name
- telephone number
- email address
- place of residence (both local and permanent)
- student enrollment status
- major/area of study
- degrees, honors and awards
- dates of attendance, and
- photographs

If you do not want OCAC to disclose directory information from your education records without your prior written consent, you must notify the registrar in writing. Contact the registrar for more information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OCAC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 2020

## **TRANSCRIPTS**

Official transcripts are ordered through the Office of the Registrar. Official transcript requests require the student's signature and fee payment.

## **TRANSFER CREDIT**

OCAC considers coursework for transfer that was completed at a college or university accredited by one of the regional accrediting bodies or by any national accrediting body recognized by CHEA or the U.S. Department of Education. OCAC also evaluates credit from foreign post-secondary institutions recognized and approved by the local Ministry of Education as degree-granting institutions. Transferability is determined based on evaluation of official transcripts. For undergraduate courses, a grade of C or better is required. A grade of Pass will be accepted if a grade of C or better is required to earn a Pass. For graduate courses, a grade of B or better is required. A grade of Pass will be accepted if a grade of B or better is required to earn a Pass. Non-graded classes and continuing education units are not accepted. Transfer grades are not computed in the OCAC GPA. Refer to the transfer policy at [ocac.edu/registrar](http://ocac.edu/registrar) for additional details.

## **WITHDRAWAL FROM THE COLLEGE**

Students may initiate formal withdrawal by meeting with the Director of Enrollment Management and Alumni Affairs. Students withdrawing from school at any time during the school year must complete an exit interview with the Director of Enrollment Management and Alumni Affairs and submit an Official Withdrawal from the College form to the Office of the Registrar. A withdrawn student 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.

Students who fail to register for classes, attend classes and/or make arrangements with the business office for payment of tuition by the change of registration deadline for a given semester will be administratively withdrawn from the college. Standard refund and repayment procedures apply.



## **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 Bachelor of Fine Arts, Certificate, Post-Baccalaureate, or Master of Fine Art programs. 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 at [fafsa.ed.gov](http://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](mailto:financialaid@ocac.edu) or by phone at 971.255.4224.

Oregon College of Art and Craft does not have a priority filing date. Students who are Oregon residents should always apply as soon as the FAFSA is available. The State of Oregon Opportunity Grant has early filing date requirements for eligibility.

### **GAINFUL EMPLOYMENT**

Students enrolled in the Certificate in Craft or the Post-Baccalaureate programs are enrolled in programs identified by the US Department of Education as Gainful Employment Programs. Information can be found on the OCAC website at [www.ocac.edu](http://www.ocac.edu) that includes links to completion rates and other information for the programs.

### **AWARD FUND DESCRIPTIONS**

The following are brief descriptions of financial aid available to undergraduate students at Oregon College of Art and Craft. Graduate students are asked to refer to the supplemental handbook for their program for award fund information. Available funding is grouped into the following categories: Institutional Aid, Federal and State Gift 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 for Undergraduate Students**

Students who are eligible to receive Veteran's Benefits in the Yellow Ribbon program will have a portion of their institutional scholarship and/or grant reallocated to the OCAC Yellow Ribbon Match fund to meet the obligations of the institution to the Yellow Ribbon Program of the Veteran's Administration.

#### **President's Scholarship**

Funded by Oregon College of Art and Craft, these scholarships are based on portfolio review and previous academic records and are typically assigned at the admissions stage. The awards are renewable each year based on the following criteria and restrictions: maintaining a cumulative GPA of 2.0 or better; continuing in good academic standing; and maintaining enrollment over 6 credits (half-time). Awards will be prorated for less than full-time enrollment (12 credits). Students first enrolled during the 2018-2019 award year are required to maintain a 3.0 GPA.

#### **Dean's Scholarship**

Funded by Oregon College of Art and Craft, these scholarships are based on portfolio review and previous academic records and are typically assigned at the admissions stage. The awards are renewable each year based on the following criteria and restrictions: maintaining a cumulative GPA of 2.0 or better; continuing in good academic standing; and maintaining enrollment over 6 credits (half-time). Awards will be prorated for less than full-time enrollment (12 credits). Students first enrolled during the 2018-2019 award year are required to maintain a 3.0 GPA.

### **Community College Scholarships**

This scholarship is a half-tuition scholarship for high-performing community college students from any state. The award is based on merit and demonstrated financial need, and is a merit-based scholarship awarded at admission by the Director of Admissions based on review of admission materials, letters of recommendation, and federal Pell Grant eligibility. See our website at <https://ocac.edu/scholarships> for initial eligibility requirements. The awards are renewable each year based on the following criteria and restrictions: maintaining a cumulative GPA of 2.0 or better; continuing in good academic standing; and maintaining enrollment over 6 credits (half-time). Awards will be prorated for less than full-time enrollment (12 credits).

### **Cascadia Promise Scholarship**

A full tuition scholarship is available to residents of Oregon or Washington State who are entering their freshman year. The award is based on merit and demonstrated financial need. This is a merit-based scholarship awarded at admission and based on review of admission materials, state residency, grade level, scholarship application with letters of recommendation, and federal Pell Grant eligibility. See our website at <https://ocac.edu/scholarships> for initial eligibility requirements. The awards are renewable each year based on the following criteria and restrictions: maintaining a cumulative GPA of 2.0 or better; continuing in good academic standing; and maintaining enrollment over 6 credits (half-time). Awards will be prorated for less than full-time enrollment (12 credits). Students first enrolled during the 2018-2019 award year are required to maintain a 3.0 GPA.

### **Equity and Inclusion Scholarship**

This full tuition scholarship is available for undergraduate study for any student from a group underrepresented in higher education: African-American, Hispanic/Latino, Native-American or any combination of those, and is especially geared toward those who are first generation college attendees. This is a merit-based scholarship awarded at admission and based on review of admission materials, scholarship application with letters of recommendation, and federal Pell Grant eligibility. See our website at <https://ocac.edu/scholarships> for initial eligibility requirements. The awards are renewable each year based on the following criteria and restrictions: maintaining a cumulative GPA of 2.0 or better; continuing in good academic standing; and maintaining enrollment over 6 credits (half-time). Awards will be prorated for less than full-time enrollment (12 credits). Students first enrolled during the 2018-2019 award year are required to maintain a 3.0 GPA.

### **Scholastic Art Awards Scholarships**

Oregon College of Art and Craft partners with the Alliance of Independent Colleges of Art and Design and The Alliance for Young Artists and Writers to support high school arts education and provide funding for students to pursue their passions in college. OCAC is offering four-year Scholastic Art Award Scholarships to graduating high school senior award winners in the following categories: Portfolio Gold Medalists In Art; Portfolio Silver Medalists & Portfolio Silver Medalists with Distinction in Art; Individual Gold Medalist, American Visions Medalists and Sponsored Award Recipients; Individual Silver Medalists in Art. The awards are renewable each year based on the following criteria and restrictions: maintaining a cumulative GPA of 2.0 or better; continuing in good academic standing; and maintaining enrollment over 6 credits (half-time). Awards will be prorated for less than full-time enrollment (12 credits).

### **Enrollment Services Scholarship**

Students who appeal for additional financial support may be awarded the Enrollment Services Scholarship. This award is based on review of the financial aid award package, academic record, and any additional information provided by the student. Appeals are filed with the Director of Financial Aid. This OCAC funded scholarship is usually awarded only in exceptional cases and is determined by Enrollment Services. The award may be eligible for renewal, depending on review of the financial aid package at the beginning of the new year or term. Awards will be prorated for less than full-time enrollment (12 credits).

### **Commitment to Craft Scholarship**

The Commitment to Craft Scholarship was established for returning full-time undergraduate students enrolled in the 2015–2016 academic year. This renewable scholarship remains in place for those same students from 2015–2016 who continue to remain continuously enrolled full-time in subsequent terms.

### **Oregon College of Art and Craft Grant**

The Oregon College of Art and Craft Grant is awarded based on financial need and achieving and maintaining the required minimum GPA of 2.0. Students must enroll at least half-time (6 credits) to be eligible. Awards will be prorated for less than full-time enrollment (12 credits).

### **Institutional Aid for Graduate Students**

Students who are eligible to receive Veterans Benefits in the Yellow Ribbon program will have a portion of their institutional scholarship and/or grant reallocated to the OCAC Yellow Ribbon Match fund to meet the obligations of the institution to the Yellow Ribbon Program of the Veterans Administration.

### **Commitment to Excellence Scholarship**

Funded by Oregon College of Art and Craft and Pacific Northwest College of Art, the scholarship is based on a review of your application materials. The award is renewable each year based on the following criteria and restrictions:

- Maintaining a cumulative GPA of 3.0 or better.
- Continuing in good academic standing.
- Maintaining full time enrollment (9 – 18 credits per semester). Students who enroll in less than 9 credits in a semester will need to submit an appeal to retain a portion of the scholarship.
- You must be registered and attending OCAC.
- Students who are eligible to receive Veteran's Benefits in the Yellow Ribbon program will have a portion of their institutional scholarship reallocated to the OCAC Yellow Ribbon Match fund to meet the obligations of the institution to the Yellow Ribbon Program of the Veteran's Administration.

### **Graduate Assistantship**

The Graduate Assistantship is awarded by semester and requires:

- A 3.0 PA
- 120 hours per semester

### **Applied Craft + Design Scholarship**

Funded by Oregon College of Art and Craft and Pacific Northwest College of Art, the scholarship is based on a review of your application materials. The award is renewable each year based on the following criteria and restrictions:

- You must maintain a cumulative GPA of 3.0 or better.
- You must be in good academic standing.
- Your scholarship is awarded based on full time enrollment.
- You must complete 30 credits each year.

### **AC+D Teaching Assistantships**

The AC+D graduate programs awards up to 10 teaching assistantships (TAs) per year. Students may apply for these after their first term of enrollment. TAs are awarded based on:

- 1) submission of written statement of teaching philosophy;
- 2) academic standing;
- 3) prior teaching experience; and
- 4) evidence of sustained interest and/or commitment to teaching as a career goal.

Each award is \$1,000 and the recipient must work approximately 100 hours. The TAs are a paid position, typically paid at mid-point and end of the semester based on time card submission.

### **Industrial Design Scholarship**

Funded by Oregon College of Art and Craft, the scholarship is based on a review of your application materials. The award is renewable each year based on the following criteria and restrictions:

- You must maintain a cumulative GPA of 3.0 or better.
- You must be in good academic standing.
- Your scholarship is awarded based on full time enrollment.
- You must complete 30 credits each year.

### **OCAC VA Yellow Ribbon Match**

Students eligible for Veterans Benefits and the Yellow Ribbon Program receive the OCAC Yellow Ribbon Match to meet the obligation of the institution to the Veterans Administration and the students. By agreement, the scholarship cannot exceed the total tuition and fees paid by both the Veterans Administration and the College.

### **FEDERAL/STATE GIFT AID**

#### **Pell Grant**

The Federal Pell Grant is a need-based program for students receiving their first undergraduate degree. Awards are determined by each student's eligibility based on the results of the FAFSA as well as the cost and length of the program. In addition to eligibility requirements, the award amounts for this grant could change as determined by the Federal Government.

#### **Federal Supplemental Education Opportunity Grant**

The Federal Supplemental Education Opportunity Grant (FSEOG) is a need-based grant. Funding in the FSEOG program is very limited and is awarded to students with the highest need.

#### **Oregon Opportunity Grant**

The Oregon Opportunity Grant is a need-based grant awarded to Oregon residents who have not earned their first undergraduate degree. In addition to eligibility requirements, the award amounts for this grant could change as determined by state government. Oregon residents are advised to file the FAFSA as soon as the FAFSA is available to ensure meeting the filing deadline set by the state.

### **COLLEGE WORK-STUDY**

#### **Work-Study Employment**

Students who have a Federal and/or Campus Work-Study(Student Employment) 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 and office on the campus. Available jobs, descriptions of the positions, and required paperwork for hiring are maintained in the Admissions and Student Services building. Please see the Director of Enrollment Management and Alumni Affairs or the Director of Financial Aid for additional information regarding awarding 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 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

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

### **Subsidized Stafford Loan**

This loan is given based on demonstrated financial need that is determined by subtracting the Expected Family Contribution (EFC) from the estimated Cost of Attendance. Students who qualify for the Subsidized Stafford loan will have all interest paid by the Federal government as long as they are enrolled at least half-time (six credits per semester).

Origination and default fees of 1.069% are deducted from the total amount of the loan at the time of disbursement. Interest rates established for subsidized loans first disbursed after July 1, 2018 through June 30, 2019 are 5.05%.

### **Unsubsidized Stafford Loan for Undergraduate Students**

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 1.069% 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, 2018 through June 30, 2019 are 5.05% for the life of the loan.

### **Unsubsidized Stafford Loan for Graduate Students**

The Unsubsidized Stafford Loan for graduate students 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 1.069% 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, 2018 through June 30, 2019 are 6.60% for the life of the loan.

### **Federal PLUS Loan for Parents**

The PLUS loan is a loan to parents of dependent students who borrow to help pay for their student's 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. Parents have the option of deferring repayment of the loan under certain conditions.

Origination and default fees of 4.276% are deducted from the total amount of the loan at the time of disbursement. Interest rates established for Parent PLUS loans first disbursed after July 1, 2018 through June 30, 2019 are 7.60% for the life of the loan. Please contact the Financial Aid Office with any questions.

### **Federal PLUS Loan for Graduate Students**

The Federal Graduate PLUS loan is a credit-based loan available to students in graduate programs who are credit worthy. Interest begins accruing immediately upon disbursement of funds and repayment begins on the date of the last disbursement with the first payment due within 60 days after the loan is fully disbursed. Unlike the Unsubsidized loan, the Graduate PLUS loan does not have a grace period.

Origination and default fees of 4.276% are deducted from the total amount of the loan at the time of disbursement. Interest rates established for Parent PLUS loans first disbursed after July 1, 2018 through June 30, 2019 are 7.60% for the life of the loan. Please contact the Financial Aid Office with any questions.

### **Private Education Loans**

Private Education loans are credit-based loans offered by private lenders outside of the Federal Direct Loan Programs. Interest rates on private education loans are variable and terms of repayment and how the interest rate is determined vary by lender. 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 you 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:

- 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

## **FINANCIAL AID ELIGIBILITY FOR INTERNATIONAL AND STUDY AWAY PROGRAMS**

Students who plan to study abroad or in another school's program during a semester of their enrollment at Oregon College of Art and Craft are encouraged to make their intentions known to the Enrollment Services Division, including the Financial Aid Office, as soon as possible. Federal Financial Aid is limited by regulation and other sources of financing will usually be needed. In addition, OCAC institutional scholarships and grants are not available to students while they attend and pay tuition at another institution.

## **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. 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 benefits 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)
- 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 the Cost of Attendance Budget**

All students taking six credits or more are required to have health insurance. If you have health insurance charges on your student account and you want to have the charges included in your Cost of Attendance budget, please visit the Financial Aid Office. If you pay 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 your 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**

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.

The level in college is established based on the following completed credits:

- 00–30 completed/accepted credits = 1st Year
- 31–60 completed/accepted credits = 2nd Year
- 61–90 completed/accepted credits = 3rd Year
- 91–120 completed/accepted credits = 4th Year

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 a 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 2.0 for Undergraduate students and 3.0 for Graduate 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 2.0 (UG) or 3.0 (GR). 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 2.0 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. Institutional aid will be recalculated based upon the updated enrollment and as published in the refund policies. Grades of A, B, C, D and P (Pass) are considered satisfactory completion of a course taken for credit. Grades of 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. Please refer to the following chart for the maximum time to complete your program.

### **Undergraduate Degree and Certificate Programs**

#### Bachelors

Published Length of Program: 4 Years (8 semesters)

Maximum Time to Complete: 6 years (12 semesters)

#### Certificate

Published Length of Program: 3 years (6 semesters)

Maximum Time to Complete: 4.5 years (9 semesters)

#### Post-Baccalaureate

Published Length of Program: 1 year (2 semesters)

Maximum Time to Complete: 1.5 years (3 semesters)

#### Master of Fine Art in Craft

Published Length of Program: 2.5 years (5 semesters)

Maximum Time to Complete: 3.5 years (7 semesters)

#### Master of Fine Art in Craft and Material Studies

Published Length of Program: 3.5 years (7 semesters)

Maximum Time to Complete: 5 years (10 semesters)

#### Master of Fine Art in Industrial Design

Published Length of Program: 2 years (4 semesters)

Maximum Time to Complete: 3 years (6 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 Probation (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 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 a written petition 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 their academic advisor 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 Enrollment Management Director and the Director of Financial Aid and students are 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. 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 the financial aid award.

Important: The return of Federal financial aid funds to issuing programs is calculated according to Federal regulations and is independent of Oregon College of Art and Craft's tuition refund policies. Under Federal regulation, students are allowed to keep only the financial aid that has been earned for the time students are actually enrolled and attending classes. Unless students complete 60% of the semester for which federal aid is disbursed, they will be required to return all or part of the financial aid disbursed in the semester. Since financial aid is applied to students' accounts to offset tuition, fees, and other allowable costs, students 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 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 week-ends).

- % 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 a student's account that the student will be responsible for paying.

**STUDENT ACCOUNT POLICIES**

2018-19 TUITION AND FEES

Undergraduate Tuition: .....\$33,150  
per year full-time enrollment

Undergraduate Tuition: .....\$16,575  
per semester full-time enrollment

Undergraduate Tuition under 12 credits  
per credit .....\$1,315  
Studio Fees .....\$465  
estimated total per semester

Graduate Tuition\*: .....\$36,200  
per year full-time enrollment

MFA in Craft under 9 credits .....\$1,537  
per credit  
Student Activity Fees .....\$365  
per semester

Health Insurance\*\*: .....Fall 18 – \$886                      Spring 19 – \$1,296.11

\*MFA in Craft students are full-time at 9-18 credits per term. For these same full-time students, there are no additional tuition charges for the required summer term (beginning summer 2018) for those actively enrolled in the program as full-time students working towards degree requirements. For those students who attend less than 9 credits in the fall or spring (by permission only), they will be charged a per credit rate.

\*\*Health insurance is required for all students enrolled at least halftime (six or more credits per semester). Students with existing coverage may opt out of the plan offered through OCAC. Student Health Insurance Waiver forms are available online and in the Bursar's office (Administration Building). Students who submit a health insurance waiver for the term, along with and proof of existing coverage, will be credited back the insurance fee. Health insurance waivers will need to be completed separately for Fall and Spring Terms. FA-18 insurance waivers are due August 1st, 2018 and SP-19 insurance waivers are due January 11, 2019. Please note: fees for the total 18-19 year are \$2,182.22 and are divided per Semester. FA-18 charges will be \$886.11 and SP-19 will be \$1,296.11. The SP-19 charge is higher than Fall term because the coverage includes the summer months..

**ADDITIONAL FEES**

Application for admission . . . . .	\$35
Tuition deposit (BFA) . . . . .	\$250
Studio safety equipment . . . . .	\$45
Late tuition. . . . .	\$50
Thesis studio deposit (refundable). . . . .	\$100
Housing deposit (refundable) . . . . .	\$150
Transcript (per copy, electronic delivery) . . . . .	\$8
Transcript (per copy, paper delivery) . . . . .	\$10.50
Student ID Replacement. . . . .	\$5

\*Student Life Summer Fee . . . . . \$70

\*\*Check Replacement Fee . . . . . \$15

\*Summer session student life fee will be assessed only if students are registered for summer classes

\*\* It is the responsibility of each student to inform Human Resources of any payroll changes that occur any time during the year. These changes could be a change in address, bank account information or name change. In the event a paycheck needs to be re-issued because the check was lost by the student, undelivered by the post office or has been declined and returned due to bank account closure, the \$15.00 fee incurred by stop payments on these checks will be charged to the students' account.

Other types of checks are distributed through the Business Office (reimbursements, financial aid refunds, and artist commissions, for example). The Business Office will use the address that is current in the Student Information System (KULA). Should a business office check need to be re-issued at the student's request, a \$15.00 stop payment fee will be charged to the student's account.

**BILLING STATEMENTS**

Duplicate Billing Statement Forms are available in the business office. Please complete this form if you would like a copy of your statement sent to one or more third parties, such as a parent. This form does not authorize OCAC to discuss the statement with the third party.

**FERPA AND CONFIDENTIAL RELEASE**

Statements and other billing related correspondence are mailed or emailed directly to students by the business office. The Family Educational Rights and Privacy Act (FERPA) is the federally mandated guideline for how post-secondary institutions handle the educational records of students. Due to FERPA, OCAC may not discuss a student's billing account with another party, unless the student has authorized the College to do so in writing. In order to authorize OCAC to discuss a student's account with another person, the student needs to submit a completed Confidential Student Release to the Registrar. This

form is included in each student's billing packet. To authorize a duplicate billing statement only, please submit a completed Duplicate Billing Statement Form.

### **TUITION DUE DATES**

Fall tuition is due on August 1. If August 1 falls on a weekend, the due date is extended to the first business day in August. Spring tuition is due on December 15. If December 15 falls on a weekend, the due date is extended to the next business day in December. A \$50 late fee applies after these dates.

Payment Methods: OCAC accepts personal checks, money orders, cashier's checks, and cash (if paid in person). OCAC also accepts payments via VISA, MasterCard, Discover, and American Express, although a 2.99% processing fee may apply.

Payment Plan: OCAC offers a deferred tuition plan to eligible students. Eligibility guidelines for enrollment are: 1) student's OCAC account is in good standing; and 2) student has not had a prior payment plan canceled due to non-payment. Payment plans do not extend past the last day of the semester. For additional information on the plan, please contact the business office.

### **PROVISIONAL CREDIT FOR PENDING AID**

OCAC grants students provisional credit on their billing statements for pending financial aid. Pending financial aid does not constitute a payment of tuition and fees; it only delays the payment. Students who rely on provisional credit for deferral of tuition and fees are responsible for completing the financial aid process. The temporary tuition and fee deferment provided by provisional credit expires the second Friday of the academic term or thirty (30) days from students' registration dates. Upon the expiration of provisional credit, students with unpaid balances are subject to the College's tuition and fee payment policies, including possible administrative withdrawal.

### **QUALIFIED COLLEGE SAVINGS PLAN-TUITION AND FEE DEFERMENT**

A pending distribution from a qualified college savings plan (QCSP) may provide deferment of tuition and fees.

In order to qualify, the following requirements must be met:

- Letter of authorization from qualified college savings plan containing student's name, student ID number or tax ID number, and payment amount on file with OCAC prior to tuition due date
- Payment from qualified college savings plan made directly to OCAC
- Qualified college savings plan has a preset payment date that falls after OCAC's tuition due date

If a pending distribution from a qualified college savings plan meets the above requirements, OCAC will note a QCSP deferment credit on the student's account. If the student's balance after this credit is zero, OCAC will waive the tuition late fee and any finance charges that would otherwise accrue to the student's account. If the student has a remaining balance after the QCSP deferment credit, the student must make financial arrangements for the non-deferred amount by the tuition due date in order to avoid a late fee.

QCSP deferment credits expire thirty (30) days after the first day of class each semester. Upon expiration of a QCSP deferment credit, all other OCAC student billing and attendance policies apply.

### **FINANCIAL AID REFUNDS**

For students with a financial aid credit balance on their accounts as of the first week of classes, a refund check will be issued two business days after the add/change period ends.

For credit balances due to financial aid that are created after the first week of classes, a refund check will be issued within fourteen (14) days from the date the financial aid is disbursed to the student's account.

### **REFUND POLICY FOR DEGREE STUDENTS**

Students canceling their registration or withdrawing from all classes must notify the Registrar in writing. For notification received before the first day of class, students will receive a 100% refund of tuition and fees paid. Students wishing to drop

or withdraw from a class must also notify the Registrar in writing. Refunds are calculated from the date that written notification is received. Studio and Student Activity fees are non-refundable once the first day of classes has begun.

Refunds of tuition are calculated as follows:

- Written notification received during Week 1: 90%
- Written notification received during Week 2: 80%
- Written notification received during Week 3: 70%
- Written notification received during Week 4: 60%
- Written notification received during Week 5: 50%
- No refund of tuition after Week 5

Health insurance fees may be refunded at the discretion of the insurance provider. Please note that coverage is automatically canceled retroactive to the policy's start date for students who have not attended for at least the first 31 days of the semester. If a student has used medical services covered under the student insurance plan and the student's coverage is later canceled due to the student's withdrawal from OCAC, the student will be responsible for all medical costs billed by health care providers.

### **REFUND POLICY FOR STUDIO SCHOOL NON-CREDIT CLASSES AND WORKSHOPS**

BFA and Certificate Program students may take Studio School noncredit classes or workshops during an academic term. The refund policy for Studio School non-credit classes and workshops is published online at [ocac.edu/register](https://ocac.edu/register) via the "policies" link.

### **REFUND POLICY FOR STUDIO SCHOOL CLASSES AND WORKSHOPS FOR CREDIT**

Studio School classes and workshops offered for credit are published in the semester's schedule. The refund policy for Studio School for-credit classes and workshops is published online at <https://community.ocac.edu/policies>

### **REFUNDS ON PARENT PLUS LOANS**

Per government regulations, OCAC may determine which federal loan funds create a credit balance on student accounts. OCAC credits Parent PLUS Loans toward tuition and fees before Stafford Subsidized and Unsubsidized Loans. If a student with a Parent PLUS Loan has a credit balance (financial aid exceeds tuition and fees) and the parent/borrower has instructed OCAC in writing to release the refund to the student, then the refund check is issued to the student.

If a student with a Parent PLUS Loan has a credit balance and the parent/borrower has not instructed OCAC in writing to release the refund to the student, then the portion of the refund that is created by the Parent PLUS Loan is paid to the parent/borrower. In some cases, two refund checks are issued: one to the parent/borrower for the portion of the Parent PLUS Loan that exceeds tuition and fees and one to the student for the credit balance created by Stafford Subsidized and Unsubsidized Loans. If the refund due back to the student is less than the Stafford Subsidized and Unsubsidized loans, the check will be issued to the student only.

### **FINANCIAL CONTRACT**

The OCAC Financial Contract sets forth the students' financial obligations to the College. All students are required to sign a financial contract for each academic year. The Financial Contract is included in each student's billing packet and must be returned by the tuition due date for the first semester in which the student is enrolled each academic year.

### **EMERGENCY LOANS**

OCAC will consider short-term advances against a student's pending financial aid refund in the event of an unanticipated financial emergency, e.g., an accident or sudden job loss. Emergency loans are available to BFA and Certificate program students during a semester in which proof of attendance has been established provided if: a) there is a credit balance from pending financial aid on the student's account, b) the student is in good academic standing, and c) the student has no unpaid balances. The maximum advance is \$500 and students are only eligible for one emergency loan per academic year.

To request an emergency loan, please submit a completed Emergency Loan Application (available in Enrollment Services) with supporting documentation for the emergency to the Enrollment Services office. The request approval or denial will be

given to the student within 24 hours. If the request is approved, the student must sign a Promissory Note. The student's check will be available in the business office within two business days from the date of the request.

Student Life

## **STUDENT SERVICES**

Mission Statement

The Office of Student Services provides an array of student-centered resources and services that support OCAC's educational mission in advancing self-reliant, entrepreneurial, and critical makers. We foster OCAC's mentor-based learning community by encouraging relationships between students and faculty, staff and visiting artists in an effort to cultivate personal growth.

Located in the Red House on OCAC's campus, the Student Services office maintains information regarding mental health and community resources, disability accommodations, job opportunities, study abroad opportunities, the AICAD Exchange program, graduate art schools, internship opportunities, Residence Life (student housing), and local housing and roommate matching. Additionally, Student Services registers Student Clubs, supports Student Commonwealth, and manages a variety of on campus student events.

## **STUDENT COMMONWEALTH**

Mission Statement

The OCAC Student Commonwealth is a group of students democratically elected by the student body to facilitate and advocate for student interests in regards to institutional policy, student wellness and engagement within the OCAC community.

OCAC's Student Commonwealth meets bi-monthly to provide a forum for students to voice opinions and receive information about opportunities and issues concerning the entire student body. Funded through student activity fees and supported by the College administration, the Commonwealth also has a responsibility to allocate student funds toward the betterment of the student body as a whole through clubs, supportive services and activities. Student Commonwealth strives to motivate students by providing a place where they can make recommendations to the administration to enhance the quality of student life. Commonwealth is also a place for students to learn leadership and organizational skills.

### **OCAC Student Commonwealth Bylaws**

- Student funding goes toward services and activities that will be of the greatest service to the largest number of OCAC students.
- Established student clubs must submit a budget request for funding (to Student Services and Treasurer) greater than or equal to \$200 prior to the next SCW meeting so it may be voted on at that meeting.
- The aforementioned clubs must have a focused verbal and/or written proposal which is presented to the Commonwealth body for voting during the monthly meeting(s).
- When a proposal is brought to the Commonwealth, there is time for questions, discussion, and voting, with majority rule determining the outcome.
- Student Commonwealth representatives (President/Lead Facilitator, Vice President/Communications Faciliator, Event Coordinator/Student Activities Coordinator, and Treasurer/Financial Resources Faciliator) have a one-year term of office and must stand again for re-election in an advertised free election if they choose to serve for an additional year and there are other students who wish to run for office. If there is either one new applicant or no new applicants running for office, then the one new applicant or previous officer may default into the role.
- If a representative is not doing their job (according to agreed upon position descriptions, see below), it is the duty of the other officers to address the issue by reporting to the Staff Advisor.
- Student Commonwealth officers are responsible for facilitating all Commonwealth meetings, creating the meeting agenda and advertising meetings in advance (flyers can be posted outside of the Centrum Studio on the bulletin board and around campus. Student Commonwealth meeting times, dates, and locations are also sent out in the weekly Student Services e-newsletter). The Student Services Coordinator will facilitate the Commonwealth officer meetings.

## **Student Commonwealth Position Descriptions**

### **President/Student Representative to the Board/Lead Facilitator**

- Keep and maintain relations with all interested parties in the OCAC community
- Facilitate all Commonwealth meetings as scheduled; delegate duty if not able to attend
- Act as conduit and advocate for student interests and present these at meetings
- Plan, coordinate and implement, along with the Commonwealth Staff Advisor, annual Commonwealth elections
- Fill-in for other Commonwealth officers as needed
- Attend all OCAC Board of Trustee meetings as scheduled
- Maintain board meeting information and other pertinent documents
- Report summary of board meeting agenda/topics at each Commonwealth meeting
- Act as conduit between Board members and Commonwealth facilitators, students, administrators and the Commonwealth Staff Advisor
- Establish and maintain relations with OCAC administration
- Represent the interests and concerns of the student body at Board Meetings
- Other duties as assigned by the Student Services Coordinator

### **Vice President/Communications Facilitator**

- Take minutes at all meetings; type and submit minutes to Commonwealth Staff Advisor after each meeting
- Create and distribute event announcements, campus fliers, and mailbox notices
- Ensure maintenance and distribution of any Commonwealth emails and/social media/Google Site
- Monitor time during meetings and assist in keeping meetings on topic
- Facilitate meetings in the absence of the President/Student Representative to the Board
- Other duties as assigned by the Student Services Coordinator

### **Event Coordinator/Student Activities Coordinator**

- Facilitate student events, activities, and/or happenings
- Communicate local events and activities pertinent to the student body
- Delegate needed event tasks and duties to representatives and/or students
- Keep records of delegated tasks/duties, timelines and person(s)
- Track and record receipts from events and purchases in order to submit to Treasurer
- Other duties as assigned by the Student Services Coordinator

### **Treasurer/Financial Resources Facilitator**

- In conjunction with the Staff Advisor, update budgets at meetings
- Present budget report at each Commonwealth all-student meetings
- Develop check requests for Commonwealth activities, as needed
- Assist Events Coordinator in procuring money and/or materials as needed
- Strengths in bookkeeping and Excel software are preferred but not required
- Other duties as assigned by the Student Services Coordinator

### **Eligibility Requirements**

- Must be enrolled full-time for the entire academic year
- Minimum cumulative G.P.A. of 3.00 and in good financial standing with the college
- Possess time, energy and commitment to assist fellow students with their collegiate experience
- Required to fulfill responsibilities for the entire academic year
- Mandatory attendance at the OCAC Student Leader training session in mid-August and New Student Orientation in late August

### **DISABILITY ACCOMMODATIONS**

OCAC and the Office of Student Services are committed to following Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) as amended in 2008 (ADAAA), and other applicable federal and state regulations and college policies which prohibit discrimination on the basis of a disability. Under these laws students with a documented disability have a right to receive reasonable accommodations.

Students also have responsibilities under these laws. Students are responsible for turning in requests for accommodations within an appropriate time frame, submitting adequate documentation from a qualified medical practitioner, as well as meeting and maintaining OCAC satisfactory academic progress and standards. Students seeking an accommodation must first fill out the online Disability Resources Registration Form, [ocac.edu/disability\\_registration](http://ocac.edu/disability_registration), which is reviewed by the Student Services Coordinator, and students must schedule an appointment with the Student Services Coordinator to discuss what reasonable accommodations can be made and go over the process for implementing them.

An accommodation request must be supported by adequate documentation. Adequate documentation must:

- Be from a qualified professional within their scope of practice and licensure to diagnosis
- Include a brief history of the student's disability, a description and evidence of impairment and any current treatment plans (if applicable)
- Demonstrate how the disability affects/impacts a particular delivery system, instructional method, or evaluation criteria
- Contain rationale for the requested accommodation(s), clearly explaining why each recommendation for accommodation is appropriate
- Be no older than five (5) years prior to enrollment at OCAC

The Office of Student Services will make every reasonable effort to accommodate the request in a timely manner but cannot guarantee that an untimely request can be met; untimely requests may result in delay, substitutions or denial of accommodation. Upon approval of accommodations, the Office of Student Services will work with the student to notify necessary parties (i.e., faculty, facilities, program deans, etc.). Information about the disability is confidential however anonymity is not guaranteed.

## **RESIDENCE LIFE**

### **Mission Statement**

The mission of Residence Life is to create a safe and inclusive residence experience that supports OCAC students' belonging, learning, and enjoyment while empowering them to create and collaborate. Resident Advisors (RAs) provide monthly programming as well as conflict resolution and resource guidance in an effort to educate and connect students to the life, culture, and arts of Portland.

Limited housing is available in apartments leased by OCAC across the street. Residency in these apartments is co-ed, with supervising Resident Advisors (RAs) who live in housing. The RAs supervise all of the student residents, assist them with any needs or concerns, and report maintenance issues to college staff. The residences are fully furnished. Each residence has common areas including a kitchen, dining area, living room, and bathrooms. The residences also have laundry facilities and plenty of off-street parking for the student residents.

To maintain eligibility for Residence Life, a student must be enrolled in a College certificate or degree program, registered for at least 12 credits per semester, and in good financial standing with the College.

### **ASSISTANCE ANIMALS IN RESIDENCE LIFE**

Assistance, emotional support or comfort animals are only allowed in student housing with the express written approval of Student Services (these requests are covered under the Fair Housing Act rather than the ADA).

The student must fill out the Disability Accommodation Request form, available online at [ocac.edu/disability\\_registration](http://ocac.edu/disability_registration); there must be a link between the animal and a disability or emotional distress resulting from having to give up an animal (a "no pets" policy does not qualify a person for an accommodation under federal law). Any approved assistance animal in student housing must also meet OCAC requirements/policies for animal health and behavior as well as conditions set forth in the Residence Life Contract and Terms & Conditions.

### **Reasonable Accommodations for Assistance Animals under the FHAct and Section 504**

An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue



assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. For purposes of reasonable accommodation requests, neither the FHAct nor Section 504 requires an assistance animal to be individually trained or certified. While dogs are the most common type of assistance animal, other animals can also be assistance animals.

Source - U.S. Department of Housing and Urban Development - Service Animals and Assistance Animals (2013)

### **Appropriate documentation required for Assistance Animals**

- Letter from qualified treating medical provider that supports a specific animal as appropriate therapeutic treatment (annual update may be requested)
- Good-health exam report from certified veterinarian (annual)
- Vaccinations as appropriate for the type of animal updated as needed
- Washington County dog owners must have a valid animal license. License your dog here: <https://www.co.washington.or.us/HHS/AnimalServices/Licensing/online-licensing.cfm>. NOTE: Online Emotional Support Animal (ESA) verification is considered inadequate since you are not required to interact with a medical provider and there is not an interactive rapport developed. Animals that are currently pregnant, nursing, or used for breeding stock may be denied.

### **Responsibilities of Handlers**

Cost and care, arrangements and responsibilities for the well being of assistance animal are the sole responsibility of the handler at all times. Handlers are responsible for any damages or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

### **Assistance Animal Control Requirements**

To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.

### **Animal Etiquette**

To the extent possible, the handler should ensure that the animal does not:

- Display any behaviors or noises that are disruptive to others, unless part of the service being provided to the handler
- Block an aisle or passageway for fire egress

### **Care and Cleanup Rule**

- Clean up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:
- Properly dispose of waste and/or litter in appropriate containers
- Contact staff if arrangements are needed to assist with cleanup any cost incurred for doing so is the sole responsibility of the handler

### **Removal of Assistance Animals**

Assistance Animals may be ordered removed by Residence Life for the following reasons:

- Out of Control Animal: A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any College residence until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior
- Direct Threat: A handler may be directed to remove an animal that OCAC determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or other related circumstances. Where a service animal is properly removed pursuant to this policy, OCAC will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal in the residence

### **Conflicting Disabilities**

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. OCAC will consider the needs of all persons in the residence, meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should

contact Student Services staff.

### **LOCAL HOUSING ASSISTANCE**

To assist students looking for non-OCAC affiliated housing, Student Services maintains a list of nearby apartment complexes and rental agencies, as well as general information on Portland neighborhoods. Additionally, there is a bulletin board located just outside the Centrum for students and the public to post roommate and rental notices.

Student Services also offers a roommate matching service and can help disseminate information for students who are either offering to share a rental, or who are looking for a place with other roommates. For further information, contact Student Services at [studentservices@ocac.edu](mailto:studentservices@ocac.edu).

### **PEER MENTOR PROGRAM**

The OCAC Peer Mentor Program is a student engagement program that provides peer-to-peer mentorship for new students to the College. Mentors first meet their mentees at New Student Orientation and through individualized advising and a variety of other on-campus and off-campus activities throughout the academic year, mentors provide first year students with peer support as they adjust to a new academic environment. The relationship that mentors build with their mentees gives them a first-hand, authentic, and continued orientation to OCAC's values, student and academic cultures, and social and academic expectations.

### **NEW STUDENT ORIENTATION**

The week before fall and spring semesters incoming students meet with key staff and faculty members, and join fellow students in socializing and reviewing information about college programs and services. Students also connect with their Peer Mentor, and get their student ID photo taken.

## STUDENT RESOURCES

### **TRIMET BUS PASS**

OCAC participates in TriMet's University Universal Pass Program, which is funded through student activity fees. The TriMet pass is a sticker affixed to the student ID and must be presented upon boarding TriMet buses, trains or MAX. The pass is not transferable. Students must sign an acknowledgement of TriMet's pass rules and a fee acknowledgement statement prior to receiving their TriMet Pass. Once a pass has been issued, Trimet passes cannot be returned for a refund.

Bus passes are available at the Centrum front desk within the first three weeks of fall and spring semesters. After that time, passes will only be available if passes remain after semester distribution or if requested. Summer term bus passes are only available for students who are enrolled in summer classes or working for the college if funds are available from home department.

If a TriMet pass is lost, replacement bus passes may be purchased through the Centrum front desk. Students who request a replacement bus pass as a result of losing their ID card will be charged a prorated cost for the remaining weeks of the term.

### **PORTLAND ART MUSEUM (PAM) MEMBERSHIPS**

OCAC participates in PAM's College Creative License program, which is your year-long pass to the Museum and NW Film Center. No card to keep track of, and they'll hand pick events and opportunities that keep you connected to your inner (or outer) artist, and to your community. Your license gives you admission to the Museum for one, admission to most lectures, talks, and tours (some will have additional cost), at least \$1 off on NW Film Center Screenings (sometimes more), and regular e-newsletter featuring recommended events, art news, and opportunities. Not included with the Creative License program: Preview days, priority entry, invitations to special events, and council membership. To use your College Creative License, just show your valid student ID at the box office.

### **STUDY ABROAD**

Opportunities exist for students to expand their artistic and cultural horizons through participation in study abroad programs. Depending on the program entered, students may be eligible to enroll in an independent study course for academic credit or transfer credit from a study abroad institution into their OCAC academic program. Information is available in the Student Services office, and the requirements for seeking transfer of academic credit are provided by the Registrar.

### **STUDENT HEALTH INSURANCE**

All students at Oregon College of Art and Craft taking six credit hours or more are automatically enrolled in the student insurance plan. All students are billed for the premium each semester during the regular academic year via their student billing statement.

Students with existing health insurance coverage may be exempt from participation in the College's plan by submitting a completed Health Insurance Waiver Form along with a copy of their medical insurance card to the business office. The Health Insurance Waiver Form is included in students' billing packets; additional blank forms are available in the business office (Administration Building). The deadline for waiving the College-sponsored insurance is published on the waiver form. Students who waive coverage will be credited for the insurance fee via their billing statements. Students registered for at least six credits will be automatically enrolled in both Fall and Spring semesters, and separate waivers will need to be submitted for each term if the student chooses to waive the student health insurance due to existing coverage. Due dates for the Student Health Insurance Waiver correspond with the Registrar's add/change date for each term. FA-17 insurance waivers are due September 8, 2017 and SP-18 insurance waivers are due January 26, 2018.

### **MENTAL HEALTH SERVICES**

Mental health services are available to students; the College covers the co-payment for the first ten visits per student, per academic year. A licensed professional counselor is available on campus by appointment during the school year. Students who see the counselor share a variety of concerns ranging from personal to academic. If students want to continue seeing the counselor beyond the ten sessions, they are responsible for negotiating and submitting a co-payment for each additional session thereafter.

**CAREER SERVICES**

The curriculum for both the BFA and Certificate programs, as designed by the faculty, is by definition career-oriented. Thus, career planning is an important element of the learning process at the College. Career Services, in coordination with our Partnerships program, can help you identify what's meaningful to you, discover opportunities for networking and experiential learning, and create a plan to turn your vision of career success into your reality. Our core services include: exploring career option, developing a resume, writing a great cover letter, searching for an internship, searching for a job, developing networking and professional contacts, learning how to interview, and applying to graduate or professional school. Current job openings and call to artists are posted on the bulletin boards (outside the Centrum) and/or sent to students through the student services weekly announcement.

**ALUMNI ASSOCIATION**

The Alumni Association provides many benefits and services to alums of OCAC and cultivates a culture of support between the College and its alumni, facilitating a network of ambassadors and advocates for the College; encouraging a culture of mentoring for current students, assisting with career advancement, facilitating a network of communication and connectivity, and providing a forum for alumni to provide feedback to the institution.

## ACADEMIC RESOURCES

### **ACADEMIC ADVISING**

Each student is assigned an academic advisor who is an experienced faculty member in the curriculum. Students meet with their advisors at least once a semester to plan their schedule, as well as discuss any concerns about their programs. The Registrar provides additional academic advice regarding transcript and credit evaluation, transfer courses, and graduation requirements.

### **ACADEMIC COACHING**

OCAC offers Personalized one-on-one sessions with a trained academic coach who can help you improve your skills and performance. The academic coach will also help develop skills in time management, goal setting, writing, and study skills. To schedule an appointment with the academic coach

### **ARTISTS-IN-RESIDENCE PROGRAMS**

OCAC's ARTISTS-IN-RESIDENCE programs provide emerging and nationally-known artists the time and space to think and immerse themselves in their own creative process. Residents have the freedom to explore, experiment, interact, create and collaborate. The Artist-in-Residence programs include interactions through open studio hours, class demonstrations and critiques, workshops, public lectures and panel discussions, scheduled lectures, and public presentations. Students are strongly encouraged to make contacts, attend events, and take every opportunity to benefit from the presence, knowledge, and experience of guest artists. The Artist-in-Residence Program is generously supported by a grant from The Collins Foundation.

### **LECTURE and LUNCHTIME TALKS**

OCAC brings a renowned group of guests to OCAC each semester to present their work and interact with our students and faculty. Through lectures as well as symposia and workshops, students and community members are exposed to the best and most progressive work out in the world.

# STUDENT RIGHTS & RESPONSIBILITIES

## CODE OF CONDUCT

Oregon College of Art and Craft is dedicated to creating an environment in which all students and community members can thrive. In affirming its commitment to a philosophy of mutual respect and tolerance, the College values individual differences and recognizes the necessity to maintain a safe and respectful community where ideas and values can be freely shared. All community members are responsible through practice and example to ensure that the College remains conducive to teaching and learning.

The following guidelines provide a basis for each student to know his or her responsibilities as a member of the College community, as well as the consequences of not meeting these responsibilities. These standards of behavior were developed and set forth to safeguard a healthy community for all members.

## STUDENT RIGHTS AND RESPONSIBILITIES

### 1. Protection of Freedom of Expression

The faculty member, in the classroom and in conference, should encourage free discussion, inquiry, and expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they enroll.

### 2. Protection Against Improper Academic Evaluation

Students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled. They are expected to clarify expectations and requirements with teachers in order to minimize arbitrary academic evaluation. Students have the right to challenge a grade through due process in cases where the student feels the teacher's judgment is questionable.

### 3. Academic Integrity

All OCAC students are required to uphold the student Code of Conduct in their work and scholarship, maintaining the highest possible level of the academic integrity. The code ensures that students are held to the greatest standard of intellectual honesty in their scholarship and creative practice.

Forms of Academic Dishonesty Conduct consisting of violations of academic integrity include, but are not limited to, the following:

- Plagiarism - The use of another's words, ideas, images, concepts, data, or product without appropriate acknowledgment, such as copying another's work; presenting someone else's studio work, opinions and theories as one's own; or working jointly on a project and then submitting it as one's own
- Cheating - The intentional or attempted use of unauthorized materials, information or study aids and unauthorized copying or collaboration in any academic or studio work
- Fabrication - Intentional misrepresentation and unauthorized fabrication or invention of any information or citation in any academic or studio work such as falsifying research, inventing data or fictitious references
- Collusion - Facilitation of academic dishonesty, or intentionally helping or attempting to help another to violate any provision of Academic Integrity policy

### 4. Improper Conduct

The College may impose disciplinary action and sanctions on any student whose conduct on or off campus adversely affects the academic community, particularly if the student shows failure to accept responsibility for the welfare of other persons (Please refer to "Student Conduct Process"). Certain kinds of misconduct are recognized as being disruptive to the educational process. These include, but are not limited to, the following:

- a. Physical or verbal abuse, intimidation, or harassment (bullying) of another person or group of persons.
- b. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of specific safety regulations; failure to render reasonable cooperation in any emergency; possession or use of firearms, knives, (except non-spring pocket knife), other weapons, and explosives or fireworks on campus.
- c. Obstruction or forcible disruption of regular college activities, including teaching, research, administration, campus ser-

vices, discipline, organized events, or operation and maintenance of facilities; interference with free speech or movement of academic community members; refusal to identify oneself when requested by college staff or faculty, or to obey any lawful instruction from a college official or faculty member to discontinue or modify any action which is judged disruptive.

d. Providing false information, alteration or misuse of documents, plagiarism, or other academic cheating, misrepresentation, or fraud.

e. Obscene, indecent, or grossly inconsiderate behavior; exposure of others to highly offensive conditions; disregard for the privacy of self or others.

f. Theft, abuse, or unauthorized use of personal or public property, including unauthorized entrance into college facilities, possession of stolen property, or littering.

g. Illegal use, sale, or possession of stimulants, intoxicants, drugs, or paraphernalia.

h. Use or possession of open containers of alcoholic beverages on campus other than at approved locations and events.

i. Gambling on campus or at organized student activities.

j. Failure to comply with the lawful direction of any college official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the College in the absence of a particular official. Students who receive orders which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing faculty or staff members by writing to the immediate supervisor or department head, or in the case of the issuing faculty or staff member holding one of the previous mentioned positions, by writing to the President. (Emergency orders may supersede some written regulations.)

k. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in them, or by failure to separate oneself clearly from a group in which others are so engaged when there is sufficient time and opportunity.

l. Failure to comply with applicable building or grounds regulations, including the published safety and security policy. If accused of improper conduct, or if filing a grievance, students are protected by the Oregon and United States Constitution, and where infringements of the code have been alleged, are entitled to due process as outlined in this Student Handbook. If accused of improper conduct or if filing a grievance, students have the following rights and responsibilities:

## **RIGHTS**

1. The right to a clear written description of the alleged misconduct at the point when due process is initiated
2. The right to deny the charge and respond to the alleged misconduct for verification or clarification
3. The right to appeal rulings made by faculty/staff, including supervisors and department heads
4. The right to privacy. The substance of the due process is not disclosed beyond the responsible parties unless necessary or where by the nature of the activity or investigation, privacy cannot be guaranteed
5. The right to a hearing, attended in the company of an advisor of the student's choice

## **RESPONSIBILITIES**

1. Students are responsible for communicating to faculty/staff within the timeline outlined in the following procedures, including initiating any grievance process in a timely manner.
2. Students are responsible for maintaining confidentiality for the duration of a disciplinary or grievance procedure.
3. In order to ensure confidentiality and impartiality, students are responsible for following the proper line of communication in the following procedures.
4. Students charged with alleged misconduct are entitled to due process in keeping with the policies and procedures outlined under the Student Conduct Process.

## **STUDENT CONDUCT PROCESS**

### **Allegation of Misconduct**

The student conduct process at OCAC is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings.

Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of OCAC policy without information

showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Any student, faculty or staff member of OCAC may present a written allegation to the Director of Enrollment Management and Alumni Affairs if they believe a student has engaged in conduct proscribed by this code. Allegations may not be anonymous. A student facing an alleged violation of the Code of Conduct is not permitted to withdraw or take a leave of absence from OCAC until all allegations are resolved.

If a violation has been found, and if the sanction is suspension or expulsion, the Director of Enrollment Management and Alumni Affairs shall also inform the student of the appeal process, including the period of ten (10) calendar days to appeal the sanctions to the student conduct board. Other sanctions may not be appealed.

### **Student Complaints and grievance Procedures**

OCAC is committed to resolving student complaints in a timely and effective manner. It is hoped that minor differences can be resolved without recourse to the process listed below. However, there may be situations where a more formal process may be necessary. This process is intended to settle disputes through reasoned discussion. It is not intended to supplant the student conduct process or the administrative rules of the college. Usually the resolution of a complaint or grievance involves resolution of the problem/issue; not punishment of those involved.

Students who intend to file a complaint or a grievance must follow the instructions below.

### **Definitions**

A) Informal Complaint: An informal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator, or department or program of the College.

B) Non-Academic Grievance: A non-academic grievance occurs when a grievance form has been filed because a student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the College as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.

C) Academic Grievance: An academic grievance occurs when a grievance form is submitted because a student believes he/she has been harmed by being treated arbitrarily or unfairly within the context of the course. In order to file an academic grievance, the student must demonstrate actual harm. It does not involve perceived rude treatment, classroom style or general grading policies. For example, the student may not like a particular professor's classroom style or grading practices as a whole, but this does not constitute grounds for a grievance. The student may, however, use the informal complaint process to talk with an administrator about the perception of inappropriate behavior.

The assignment of course grades are at the heart of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the responsible faculty member can assign or recommend changes of grades for his or her courses. If the complaint is about a grade, please see the grade appeal policy located on page 17 of the student handbook.

D) Complainant/Grievant: A complainant/grievant is an individual who believes his/her rights have been violated.

E) Respondent: A respondent is an individual who is the subject of the grievance or complaint, if applicable.

F) Appellant: An individual who is filing an appeal.

G) Appeal: The resolution of an academic or non-academic grievance may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

H) Confidentiality: It is understood that committee members, faculty, staff, and administrators involved in the discussion of



complaints or grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, College officials may be obligated to disclose information to law enforcement or other agencies as required by law.

### **Student Complaints (informal process)**

#### **Resolving a Non-Academic Informal Complaint**

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination. In those cases, the student should contact the Title IX Coordinator. In the event that such an informal discussion is not possible or the issue is not resolved, then the student should contact the student services coordinator to try and reach an informal resolution. If an informal resolution cannot be obtained by the student services coordinator, the informal complaint will go to the Director of Enrollment Management and Alumni Affairs.

The Director of Enrollment Management and Alumni Affairs shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their OCAC email address within fifteen (15) work days of receiving the complaint.

#### **Resolving an Academic Informal Complaint**

The student must first discuss and attempt to address the issue with the faculty/instructor. In the event this is not feasible, or the student and faculty/instructor have not resolved the issue, the student will contact the respective Department Head.

The Department Head receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their OCAC email addresses within fifteen (15) work days of receiving the complaint.

### **Grievance (formal complaints)**

#### **Initiating a Grievance**

If the complaint is not resolved informally and the student wishes to continue the process, the student must present a completed grievance form available at the Red House or online at <https://ocac.edu/students> to the student services coordinator. The student services coordinator will meet with the student to determine the nature of the grievance (academic/non-academic) and route the grievance form accordingly for proper follow-up as outlined below.

#### **Non-Academic Grievances**

Non-academic grievances shall be submitted to the Director of Enrollment Management and Alumni Affairs. A non-academic grievance must meet the definition in order to be reviewed and/or heard and not be covered by any other College policy, procedure, or administrative rule (i.e., student code of conduct). The Director of Enrollment Management and Alumni Affairs shall investigate.

The Director of Enrollment Management and Alumni Affairs shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) via their OCAC email addresses within fifteen (15) work days of receiving the grievance form.

If the grievant(s) wishes to appeal the grievance decision, the student must notify the director of enrollment management and alumni affairs, by email, within ten (10) work days of receiving the decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline.

## **Academic Grievances**

Academic grievances shall be submitted to the Dean of Academic Affairs. A academic grievance must meet the definition in order to be reviewed and/or heard and not be covered by any other College policy, procedure or administrative rule (i.e. student code of conduct, grade appeal policy, etc.). The Dean of Academic Affairs shall investigate the grievance.

The Dean of academic Affairs then has fifteen (15) work days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s) via their OCAC email addresses.

If the grievant(s) wishes to appeal the grievance decision, the student must notify the Dean of Academic Affairs, by email, no later than ten (10) work days of receiving the decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline.

In instances where the Dean of Academic Affairs or the Director of Enrollment Management and Alumni Affairs is the subject of the complaint, or has decided the student's informal complaint, the student should submit the completed grievance form to the President for resolution. The President then has fifteen (15) work days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s) via their OCAC email addresses.

## **APPEAL**

### **Initiating an Appeal**

A student may submit an appeal within ten (10) work days of the notification of the grievance decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline . The specific grounds to be addressed are:

- a) Were the procedures of the policy followed?
- b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
- c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
- d) Was the information presented during the review sufficient to justify the decision reached?
- e) Was there relevant information existing at the time of the review that was not discovered until after the review that is sufficient to alter a decision?

### **The Appeal**

#### **An appeal must be in writing and contain:**

1. The appellant(s)'s name, student identification number, and contact information, including email address
2. A detailed description of the nature of the appeal
3. A copy of the findings of the complaint review/hearing and supporting documents
4. The specific grounds supporting the appeal. This must be one of the criteria listed in Section IV (A), above.
5. A detailed description of the relief sought
6. Signature of appellant(s)
7. Date of grievance submission

### **The Appeal Process**

To file an appeal, the student must submit a completed appeal to Director of Enrollment Management. The appeal will be reviewed within fifteen (15) work days of receipt and the appropriate individual will notify the complainant(s), respondent(s)

of the decision to convene a committee to review the appeal or not.

In the event of an appeal, no less than five (5) members of the committee that consists of faculty and staff must be present to hear the case. In the event of a split vote the appeal is denied.

An appeal is limited to a review of underlying decision, the file supporting the decision as provided by the decision-maker, and any statement supporting the appeal submitted by the appellant:

- a) To determine if the grievance procedures policy and investigation was conducted fairly in light of the complaint and grievance made and information presented and giving the appellant(s) a reasonable opportunity to present information. A deviation from procedures required by this policy will not be a basis for sustaining an appeal unless significant prejudice of impartial consideration of the case results;
- b) To determine whether the decision reached regarding the matter was based on substantial information, that is, whether there were facts that, if believed by the dean of academic affairs or College administrator, were sufficient to support the grievance decision;
- c) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original complaint or grievance, but only if such information or facts were not known to the grievant at the time of presenting the grievance.

If the committee overrules a decision in whole or in part, it may:

- a) Modify the decision; or
- b) Remand for further proceeding.

No appeal shall be allowed unless the appellant cites specifically to the grievance record and states with specificity the grounds under which the appeal shall be allowed. Any appeal submitted that does not include the required information will be dismissed without review.

The committee shall be responsible for reviewing substantive or procedural appeals from the decision(s) of the dean of academic affairs or the director of enrollment management.

Decisions of the committee are final. There is no further appeal within the Student Grievance procedures policy.

### **Student conduct process**

#### Overview of the Student Conduct Process

Oregon College of Art and Craft (OCAC) is a community that thrives on the diversity of its members, including students, faculty, and staff. As a learning community, it is essential that all members of the community understand and respect the rights of others and conduct themselves in a manner that acknowledges respect for others. OCAC will not tolerate any racial, religious, sexual, or ethnic slurs, or malicious actions that are demeaning to any individual or group. Any such action will be viewed as conduct unbecoming a member of the College community and will lead to disciplinary action. While effort has been made to clarify standards of behavior considered necessary within the OCAC community, the conduct codes cannot cover every form of unacceptable behavior. Students are expected to conduct themselves in a manner that respects both the personal and property rights of others. Students are responsible both personally and financially for their individual conduct and for the conduct of any and all guests.

Students are expected to be honest and straightforward in their dealings with OCAC and the members of the campus community. Misleading college officials or the Student Conduct Board regarding a disciplinary matter is in itself a violation of the Student Code of Conduct. Signing someone else's name to an official document without permission is considered a serious violation of the Student Code of Conduct. Similarly, lending or borrowing another student's ID or in any way being dishonest about one's identity is considered a serious violation of the Student Code of Conduct. Failure to observe college

regulations and applicable local, state or federal laws may result in disciplinary action such as probation or discontinuation from enrollment, without a refund of tuition.

### **Procedures**

1. The Director of Enrollment Management and Alumni Affairs reviews the incident report and determines if it should be referred to the Student conduct board or will be heard administratively.
2. The student will be notified of the allegations and charges and if it has been referred the Student conduct board or if the student will be meeting with the director of enrollment.
3. The Director of Enrollment Management and Alumni Affairs shall investigate the facts underlying the allegation. The investigation shall include contact with the student that allows the student to present a written and/or oral explanation of the facts and circumstances underlying the alleged conduct.
4. All physical evidence, written statements, and notes of oral statements taken in any investigation shall be maintained in the case file relevant to the matter.
5. If the Director of Enrollment Management and Alumni Affairs does not find probable cause to believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed with a written finding of lack of probable cause.
6. The finding of suspension shall be placed in the case file, with copies delivered to the student, and a notification sent to the complaining party.

### **Investigation**

If the Director of Enrollment Management and Alumni Affairs finds probable cause to believe that conduct occurred constituting a violation of this code, the Director of Enrollment Management and Alumni Affairs will further investigate the allegation. A determination of responsibility is based on preponderance of evidence that conduct constituting a violation occurred or that it did not occur. The Director of Enrollment Management and Alumni Affairs will provide written findings and conclusions to the accused student.

### **Setting of Sanctions**

If the Director of Enrollment Management and Alumni Affairs does find a violation, the director shall then investigate all data relevant to the imposition of a sanction, including the data of the incident and disciplinary record of the student. The Director of Enrollment Management and Alumni Affairs shall record and file all the results of the investigation in the manner prescribed by this code. Based upon these investigations, the Director of Enrollment Management and Alumni Affairs may propose any of the sanctions set forth below under "Permissible Disciplinary Sanctions."

### **Filing of Findings**

Following findings as to a violation or its absence, and the appropriate sanction, if any, the Director of Enrollment Management and Alumni Affairs shall file the findings, with a subsequent explanation, and deliver copies to the student.

### **Appeal of Findings and Sanctions**

If a violation has been found, and if the sanction is suspension or expulsion, the Director of Enrollment Management and Alumni Affairs shall also inform the student of the period of ten (10) calendar days to appeal the sanctions to the Dean of Academic Affairs.

### **Student Conduct Board**

The College Student Conduct Board is a committee composed of one faculty member, one staff member, and one to two students appointed by the Student Services Coordinator in consultation with the Director of Enrollment Management and Alumni Affairs. students and staff representatives. A minimum of two (2) faculty members, including residents, one (1) student representative and one (1) staff member, is considered a quorum for a Student Conduct hearing board. The committee meets monthly to review written complaints and performance reports referred to them from the Director of Enrollment Management and Alumni Affairs that reflect failure of a student to maintain behavioral standards according to the Code of Conduct. If any of these Board members (students, staff, faculty, or the Student Services Coordinator) is a party to the incident in question, they may be replaced by an alternate member appointed by the Dean of Academic Affairs or Director of Enrollment Management and Alumni Affairs Services and Alumni Affairs

The Board hears allegations of violations of College policies. The Student Services Coordinator convenes the Student Conduct Board and notifies all parties involved in the case of the time and place of the Student Conduct Board Meeting. Hearings are recorded to ensure an accurate record of the proceedings, should there be an appeal. Normally, three Board members are present for the hearing of all cases, depending on the severity of the case and/or the availability of Board members.

The case is presented by the Student Services Coordinator and confidentiality of proceedings is explained.

Evidence is presented and witnesses to the event are heard by the Board. A student who is answering charges will have the opportunity to respond to accusations, respond to statements made by witnesses, and to examine evidence.

Findings are based on clear and convincing evidence that the infraction has taken place.

After hearing the case, the Student Conduct Board excuses everyone while it considers the evidence presented. Every effort will be made to notify students answering charges of the Student Conduct Board's decision within 48 business hours of the hearing.

The sanctions for students found to have committed violations of school policy are decided by the Board. In determining sanctions, the Board will consider precedents, the nature and seriousness of the infraction, and whether or not the student has committed prior infractions.

A confidential record of any disciplinary action is kept by the Student Services Coordinator. Records of prior infractions may be revealed to the Student Conduct Board AFTER a finding has been made, but BEFORE final determination of the sanction.

### **Sanctions Available to the Student Conduct Board**

The Student Conduct Board Warning is reserved for minor violations. At most, a student will receive only one warning; all subsequent violations result in one or more of the following penalties:

- Fines: (costs can range depending on damaged college property)
- Campus Service: (2 to 25 hours)
- Disciplinary Probation: Disciplinary Probation results from cases of unacceptable student behavior as defined by the Student Code of Conduct, Student Rights and Responsibilities, other college policies and procedures, and/or by federal, state and/or local law. While disciplinary probation can involve infractions of an "academic" nature (cheating on an exam, plagiarism, unacceptable behavior in a classroom setting) it should not be confused with "academic probation" (see Academic Policies section), which is usually imposed when a student's cumulative grade point average (GPA) falls below a 2.0 (UG) or 3.0 (GR) on a 4.0 scale.

Disciplinary Probation is a serious sanction; further violations while on probation may lead to immediate discontinuation from enrollment. Disciplinary Probation is noted on the student's permanent disciplinary record. Students may be placed on Disciplinary Probation from one semester to the remainder of their enrollment at the College.

Restitution of Damages: Students may be required to make restitution of damages to other students, to OCAC, or to any other parties harmed by their actions.

Removal from Residence Life: This is a serious measure taken when there is clear and convincing evidence that the student's behavior creates a serious threat to him or herself or to others. When students are dismissed from the College, they are automatically dismissed from student housing as well (if applicable), and the student will be held responsible for any balance owed to the College.

Disciplinary Dismissal from the College: Dismissal of a student from the College is a serious measure taken when there is clear and convincing evidence that the student's behavior creates a serious threat to that student or others or there is a pattern of infractions or behavior in violation of the Student Code of Conduct, Student Rights and Responsibilities, Academic Policies, other College policies and procedures and/or federal, state and/or local law. A student may apply to return from Disciplinary Dismissal after the stipulated number of terms away.

Expulsion from the College: Expulsion from the College constitutes the most serious sanction given by the College. Expulsion from the College is permanent. Should a student be sanctioned with expulsion, he or she will not be allowed to return to OCAC and is considered "persona non grata" and is prohibited from campus, including, but not limited to, the studios, classrooms, the café, galleries, and administrative offices.

The Student Conduct Board can also recommend/require participation in educational programming, counseling, or other

rehabilitative service(s) relating to the violation. Students may not bring legal counsel to the hearing, unless there is a pending case, or a case that is likely to become pending, based on the same incident. In such cases, the lawyer's purpose is to advise the student against self-incrimination and their legal rights and responsibilities. Other than this role, legal counsel does not address the Student Conduct Board directly.

NOTE: A student who is answering charges is required to attend the Student Conduct Board hearing. Failure to attend may result in a fine and/or further disciplinary sanctions. The Student Conduct Board may choose to make a determination without the presence of the student answering charges. When the College believes, on the basis of available information, that the student's continued presence on campus or in student housing endangers him/herself or others, the Dean of Academic Affairs or Director of Enrollment Management and Alumni Affairs may suspend the student, without prejudice, immediately from the College and/or College residences, pending determination by the Student Conduct Board.

### **Appeal Procedures**

At the time a student is informed of a sanction or finding of the Student Conduct Board, the Student Services Coordinator will also inform the student that he or she has a right to appeal (on the basis that the process was flawed or that there is new evidence) and that the request for an appeal must be submitted to the Student Services Coordinator in writing within 48 hours of delivery of the decision.

If no appeal is filed, the sanction will be implemented. The Student Conduct Board may be notified if a student is filing an appeal. If the student initiates an appeal within 48 hours, implementing sanctions is suspended until the appeal is heard. The Dean of Academic Affairs or Director of Enrollment Management and Alumni Affairs will determine if there are sufficient grounds for the appeal to proceed. If the Dean of Academic Affairs or Director of Enrollment Management and Alumni Affairs is involved in the complaint, the appeal is heard by the College President, who will determine the outcome of the appeal.

The appeal will include:

- A review of the previous hearing, including written statements submitted by all parties, a record of the proceedings, and written record of the findings.
- A written statement by the appealing party describing, in full, the basis of the appeal (procedural error or additional evidence).
- Statements that the appealing party cares to make at the appeal.
- Statements made by others in response to the assertions or charges of the appealing party.

If the basis of the appeal is additional evidence, the nature of that evidence must be described in writing by the appealing party and produced for the hearing. If the basis of the appeal is procedural flaw, the appealing party presents a written statement explaining the nature of that flaw.

Reasonable efforts will be made to check assertions or assumptions presented in the appeal process. If in the process of the appeal new charges are raised against a student, that student will have the right to know of and answer those charges after prior notice. If in the process of the appeal, assertions are made about the validity of the process, the Student Services Coordinator and the Student Conduct Board will have an opportunity to answer those assertions.

Possible outcomes include:

- Finding or findings of the Student Conduct Board and its sanctions are upheld.
- Finding of the Student Conduct Board is upheld, but a sanction is modified (in case where precedence is an issue).

Note: the appeal process can result in a sanction that is more or less serious than that imposed by the Student Conduct Board.

Exception: If the Director of Enrollment Management and Alumni Affairs considers a student to be an immediate and significant threat to the safety, health, or welfare of others, or to them self, the director or designee can implement an emergency removal from housing or suspension from school without prejudice to the Student Conduct hearing and/or appeal of the student.

In the case that a disciplinary proceeding is necessitated by the occurrence of a crime of violence or non-forcible sex offense, the College will, in compliance with federal law, disclose upon written request the final results of any institutional disciplinary proceeding dealing with that crime or offense to the alleged victim of the crime or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense).

### **PHOTO POLICY**

The College reserves the right to photograph, reproduce, and display works of art produced by students enrolled in its academic programs. Works borrowed for photographing will be returned to the student within a reasonable amount of time or the work will be purchased by the College. These photos are used in publications and advertising to promote the College. The student's presence on campus constitutes his/her permission to use pictures of him/her or his/her work in this context.

### **INTELLECTUAL PROPERTY OWNERSHIP AND LICENSE**

Faculty, staff, and students own all rights, including all intellectual property rights, in and to all Scholarly and Artistic Works and all Sponsored Works, subject to College Use Rights.

#### **Definitions**

College Use Rights:

The non-exclusive, royalty-free, perpetual, worldwide, and irrevocable right granted to the College by faculty, staff and students to make photographic and electronic reproductions of Scholarly and Artistic Works and of Sponsored Works.

The College has the right to use or display these reproductions on its website (or any website affiliated with the College), in its permanent collection, in promotional or marketing materials for the College and the College's fundraising activities, and for the purposes of education, scholarship, exhibition, accreditation, development, and alumni relations.

Scholarly and Artistic Works:

Works created, conceived, or developed by faculty, staff, or students, in whole or in part, alone or with others, in the course of scholarly or artistic pursuits within the scope of their status as employees or students of the College.

This includes, without limitation, instructional materials (e.g. course outlines, syllabuses, exams, and course presentation materials) and works of art produced by faculty, staff, or students for use in the course of college curriculum, college studio activities, and during the time an individual is associated with the College.

Sponsored Works:

Works created by faculty, staff, or students, in whole or in part, alone or with others, that are substantially financially supported by the College, or are created specifically for the College for fundraising or other college-related events.

### **STUDIO USE**

Detailed rules for studio use are distributed to all students and posted by each department. Policies address student safety and security, as well as respect for property and the rights of fellow students. Students failing to conform to studio use rules are subject to warning. Failure to heed the warning will result in disciplinary action, which may involve denial of studio privileges or dismissal from the College.

### **GUEST POLICY**

The studios are for the use of students of OCAC. Every guest of a student is subject to college rules and regulations and is the responsibility of the hosting student while present in studios and on college property.

The safety and well-being of the College community are top priorities. For this reason, it is important that the College is aware of those who are visiting our campus. As a result, each guest on campus must be accompanied by the responsible student hosting him/her at all times. This is both for the safety of the guest, as well as the students and equipment. A guest is subject to the same College rules and regulations as the host student, and it is the responsibility of the OCAC student to ensure that his/her guest is aware of the policies. Students may face sanctions for violations committed by their guest.

The studios and facilities of the College are for use of OCAC students only. Guests of members of the OCAC community are not allowed to use the College's equipment without the express written permission of the appropriate department head. The College reserves the right to request identification at any time or to deny campus access to any guest if it is reasonably determined that such person has disturbed, or is likely to disturb, other students or community members in the studios or around the campus.

### **PROHIBITION OF HARASSMENT AND DISCRIMINATION**

Notice of Nondiscrimination: OCAC values the individual dignity of each employee, student, volunteer, and job applicant. OCAC 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.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCAC has designated a Title IX Coordinator to whom questions or concerns about this notice or Title IX policies and procedures should be addressed: Human Resources, [hr@ocac.edu](mailto:hr@ocac.edu) and 971-255-4221.

Students seeking reasonable accommodations of policies or procedures under Section 504 of the Disabilities Act should initiate requests through the Student Services office by completing the online Disability Services Registration Form at [ocac.edu/disability\\_services](http://ocac.edu/disability_services).

Students seeking to raise a complaint about any form of discrimination described should contact either the Student Services Coordinator or the human resources office.

This policy complies with federal, state, and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Campus SaVE Act, Title VI of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

### **PROHIBITION OF WORKPLACE VIOLENCE**

OCAC has a zero tolerance policy for any actions or statements that threaten its employees. This includes verbal and physical harassment, verbal and physical threats, confrontations, or any actions that cause others to feel unsafe in the workplace.

As part of this policy, employees are prohibited from bringing weapons to work or on the College premises, including the College parking lot. Further, the College reserves the right to inspect, with or without notice, all persons' packages, automobiles, and other items that come onto the College premises. The College further reserves the right to inspect all college property with or without notice. Employees with complaints regarding these issues should make their complaint to his or her supervisor; the employee may make a complaint to the human resources officer or other appropriate manager. An employee may make an anonymous complaint, although this may limit the College's ability to investigate.

### **SUBSTANCE ABUSE POLICY**

Oregon College of Art and Craft seeks to assure the health and well-being of the entire college community. In accordance with state and federal laws, including the Drug-Free Schools and Campuses Act, the College has adopted the following policy designed to prevent the illicit use of drugs and the abuse of alcohol and provides opportunities for education and assistance to members of the College community.

The College prohibits the unlawful use, abuse, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of drugs or alcohol by students and employees on college property or as part of any college activity. In accordance with Oregon law, the service of alcohol to or consumption by any person who is under the age of 21 is prohibited. The College expects that those employed by the College in any capacity will carry out their duties free from the influence of alcohol or other drugs. The College has established a drug and alcohol awareness program to inform members of the College community about the dangers of alcohol or drug abuse and the College laws. Sponsors must obtain and follow policies on drugs and alcohol use, available alcohol and drug counseling, rehabilitation, and employee assistance programs, and the



penalties that may be imposed for violations of this policy. The College encourages students and employees who use illegal drugs or who abuse alcohol to seek appropriate assistance. All members of the Oregon College of Art and Craft community and the sponsors of any on-campus or college-sponsored activity or social event at which alcoholic beverages are served must abide by all applicable procedures.

Non-compliance with this policy may result in penalties up to and including expulsion from the College and termination of employment. The nature and severity of the violation will determine the progression of corrective action. If the situation warrants, expulsion or termination of employment may occur on a first offense.

Students should be aware that a conviction for the sale or possession of illegal drugs may make the student ineligible for federal financial aid. If financial aid eligibility is lost due to a drug-related conviction, students should contact the Financial Aid Office for information on regaining eligibility.

As required by federal law, the College reserves the right to refer students or employees for prosecution depending on the severity of the violation. In addition to any disciplinary action that may be taken against individuals, any college-sponsored or college-supported groups that condone or encourage violations of this policy may be subject to discipline and possibly to dissolution.

The College also reserves the right to remove any and all persons from the College facilities or otherwise separate those persons from the institution whenever there may be a threat to the safety, health, or well-being of the College or a member of the College community, whether alcohol, drug-related or otherwise. The Drug-Free Workplace Act of 1988 requires that any employee of the College community (which also includes students who are hired through the work-study program) who has been convicted of a violation of the statute involving illegal drugs shall notify Human Resources within five days of the criminal conviction of the conduct giving rise to the conviction if it occurred on campus or while the member was engaged in activities sponsored by or connected to the College. The College should then make any reports to government agencies that may be required by law.

### **SMOKING POLICY**

College policy respects the rights of people who choose to smoke, and encourages individuals to refrain from smoking while on the campus in support of a philosophy of well-being and preventative health care for all students, faculty, staff, and campus guests. No use of tobacco products, cigarettes, cigars, electronic cigarettes, vaporizers, pipes, or other devices intended to simulate smoking is permitted in any building on the OCAC campus or within 25 feet of any building. OCAC has designated two locations on campus as smoking areas, both next to the bike rack below the Metals Studio building in the lower parking lot. These outdoor, designated smoking areas are at least 25 feet away from building entries, building air intakes and operable windows, and have been designated to diminish the risk of fire in buildings and on the grounds. Smoking outside these designated areas will be considered a breach of college policy and procedure. Students who are found smoking in non-designated areas will be subject to disciplinary action.

### **MARIJUANA POLICY**

Marijuana is currently illegal by federal law. As a recipient of federal funding, such as financial aid, OCAC is required to continue to prohibit the use and possession of all federally controlled substances – including marijuana. Oregon College of Art and Craft policy prohibits students, employees, and members of the general public from possessing, using or selling marijuana in any form on campus, residence (including leased), or facilities and during college activities. Students who are found possessing, using, or selling marijuana on OCAC's campus, residences, or facilities and/or during college events will be subject to the disciplinary actions outlined in the College's substance abuse policy.

### **ANIMALS ON CAMPUS**

Except for service animals (i.e., for vision or hearing impaired) animals are not permitted on OCAC property. In addition, service animals on OCAC premises must comply with all local ordinances, such as leash laws, etc. OCAC reserves the right to call animal control authorities to enforce this policy. A student in violation of this policy will be held financially responsible for property or personal damages caused by the animal on OCAC premises. This policy includes animals in studios, left unattended in vehicles on college property and OCAC faculty, staff, administrators and other college personnel are required to enforce this policy.

## **SERVICE AND COMFORT ANIMALS**

In accordance with the Americans with Disabilities Act (ADA), service animals are permitted in campus facilities for persons with a physical disability (including but not limited to psychiatric, cognitive, mental, communication, physical and sensory disabilities). The disability must limit one or more daily life activities and the person must be regarded by a healthcare practitioner as having such a disability that requires the use of a service animal. The ADA recognizes only dogs (no weight, size or breed limitations), and occasionally miniature horses, as service animals. The service animal must be individually trained to do work or perform tasks for the benefit of an individual with a disability. The service the animal is providing must be directly related to the person's disability (i.e., retrieve medicine, offer stability, alert to seizures, etc.). Dogs that meet this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. Under Oregon law, OCAC and its members are not allowed to ask the individual about the nature/extent of the disability; require documentation proving that the animal is an assistance animal, or; require that the individual pay any fee for the assistance animal. However, to ascertain if the animal presented on campus is a service animal, the College may ask:

Is the animal required due to a disability?

The nature of the work/task that the animal is trained to do/perform.

Students requiring the assistance of a service animal on campus should contact the Student Services Coordinator to ensure adequate assistance, and become knowledgeable should questions from staff/faculty arise. OCAC does not allow other animals, including emotional support or assistance animals, on campus.

### **Care and Maintenance of Service Animals**

The student handler of a service animal must be in full control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its student handler. This includes:

Always carrying equipment sufficient to clean up the animal's waste whenever the animal and handler are on College property; and

Be responsible for the proper disposal of the animal's waste and for any damage caused by the waste or its removal.

### **Denial or Exclusion of Service Animal(s)**

This policy is limited to service animals as identified above, an animal that provides emotional support, comfort, or companionship (therapy or comfort animals) is not included as a protected assistance animal under Oregon laws, and is expressly excluded as an assistance animal under the ADA and therefore not allowed on campus (see Section 12.7).

### **Denial or Exclusion of Service Animal(s)**

OCAC may deny or exclude a service animal only if:

The animal is a direct threat (e.g., biting, nipping, attacking)

Undue financial AND administrative burden

Fundamental alteration to services, programs or activities (e.g., continuous barking, whining, growling during class, clinic shifts, etc.)

The exclusion of a service animal will be based on individual assessment based on recent credible, objective evidence relating to specific animal. The College will then work with the student to identify other means of adequate accommodations. This policy is limited to service animals as identified above, an animal that provides emotional support, comfort, or companionship (therapy or comfort animals) is not included as a protected assistance animal under Oregon laws, and is expressly excluded as an assistance animal under the ADA and therefore not allowed on campus.

## **STATEMENT OF FREEDOM OF EXPRESSION**

Oregon College of Art and Craft has as its central mission the fostering both of art and craft, as a school, as a community of artists, and as an institution within a social context. Central to this mission is the affirmation of artistic and intellectual expression as students, educators, artists, or citizens. Presentations of art are integral to our purpose. By displaying work, OCAC celebrates the mission as a school of art. Additionally, the College seeks to advance the course and cause of the arts, to foster an exchange of ideas, and reach out to the community, engaging current and future audiences. The College encourages the widest variety of artistic expression.

The administration recognizes that works of art will not meet with universal approval at all times. Nevertheless, OCAC

affirms its commitment to artistic freedom and the freedom of expression on campus and also supports the right of free expression as it is embodied by the arts in general. At the same time, the Board of Trustees has the duty to preserve the stability and integrity of the College, to respect the law, to protect individuals from injury or harm, and to protect personal and institutional property. We affirm that freedom of expression is compatible with the above stated goals. Members of the Oregon College of Art and Craft community may express their opinions with the same freedom as other citizens. Such expressions are solely the responsibility of the individual, and OCAC assumes no responsibility for them. If asked to clarify, members must prevent potential misconception by adding that they speak on their own behalf, unless officially designated to speak on the behalf of the College. The College President and Chair of the Board of Trustees are the official designated spokespersons for the College.

### **INSTALLING ARTWORK ON CAMPUS**

Students who intend to install artwork on the College's grounds are required to complete an Intent to Install form, requiring the signatures of the Groundskeeper, the student's instructor and Department Head, the Dean of Academic Affairs and the manager of the area where the work will be installed at least five working days before installing the work. Once the form is completed, it should be turned in to the Dean of Academic Affairs for final approval via email. Forms are available online.

Remember: what goes up **MUST** come down. Requisite research on modes and means of installation must be framed out and explained in the form. Students are responsible for removing their work and leaving the area as they found it before work was installed. Upon removal of installation, students must initial the Intent to Install form, verifying the work has been removed.

### **ELECTRONIC FILE SHARING POLICY**

A purpose of copyright law is to encourage creative work by giving creators exclusive rights to distribute their own work. The College expects all network users to comply with copyright law and the Digital Millennium Copyright Act (DMCA). At an institution devoted to the making of art and craft, the community should be especially mindful of copyright issues. Students should wish to protect the value of their own copyrights and the income associated with the distribution of their work, and so do the musicians, filmmakers, and other fellow artists whose work is being traded over the Internet without compensation. The College wants students to be aware that sharing music, videos, software, and other copyrighted materials using Peer-to-Peer (P2P) applications over the network exposes both the student and those with whom you share files to legal action, as well as sanctions under OCAC's policy.

### **PEER-TO-PEER (P2P) SOFTWARE - WHAT IS IT?**

File-sharing software allows you to search the Internet for media files and download them to your computer. Media file-sharing applications such as BitTorrent, uTorrent, The Pirate Bay, Vuze or Deluge are network-based programs that allow users to download and distribute music files from computer to computer across networks using P2P protocols.

### **COPYRIGHT LAW**

Copyright infringement occurs whenever an individual takes or distributes songs, videos, software, cartoons, photographs, stories, and novels without authorization from the copyright owner. Infringement can also occur when one person purchases an authorized copy but allows others to reproduce additional "pirated" copies. When using a computer network to share copyrighted materials with others, both the people making copies (downloading) and those offering such materials to others (serving) via a P2P network are infringing upon copyright owners' rights and violating federal and international copyright law. OCAC prohibits any infringement of intellectual property rights by any member of the College community. It is OCAC's policy that a student who reproduces or distributes copyrighted materials in electronic form without permission from the material's owner will be removed or restricted from the OCAC computer network and may face further disciplinary or legal action. Students must remove the programs and files that are in violation of the copyright from their computer and sign a contract stating that the offending files have been removed and that there will be no further copyright violations. Furthermore, if OCAC incurs any expenses because a student's actions are in violation of the law and school policy, the College will seek compensation from the student.

Students who have infringed may also be held liable for substantial damages and attorneys' fees, as the law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. Copyright infringement also carries criminal penalties depending on the number and value of the products exchanged. Under the Federal No Electronic Theft Act, penalties for a first offense may be up to three years in prison and a fine of \$250,000.

### **PEER-TO-PEER SOFTWARE: POTENTIAL PROBLEMS**

Prosecutors are currently targeting individuals who have in their possession a sizable number of these copyrighted materials and/or are offering them to others, and copyright owners have stated they are targeting university and college networks since this is where the highest amount of P2P file sharing is occurring. Students who engage in this type of activity are at risk of being identified by both federal investigators and copyright owners.

The use of file-sharing software exposes your computer to significant security risks that could lead to possible loss of data, identity theft, and other potential liabilities. Although it is an appropriate use of peer-to-peer resources for students to share their own personal work with others, they should be aware that such sharing could result in using more than their share of network bandwidth, which may result in restrictions. Once work or images of their work have been distributed, the work can potentially be used without their permission.

### **EMAIL POLICY**

All OCAC undergraduate and graduate students are issued an email account through the College's Information Technology (IT) department. This email account will be used by faculty and staff to communicate official college business to you, including important announcements, opportunities, and deadlines.

Students are required to use and check their OCAC email on a regular basis and will be held responsible for any information sent. If you need help with the email system, please contact the IT department.

### **COLLEGE ACTIONS**

If OCAC is notified of a violation, the College is legally required to address it. OCAC takes these actions because we are required to do so by law, and because the student could also be subjected to civil liability and criminal prosecution. The law requires service providers to deny network access to "repeat infringers." OCAC's network staff is responsible for ensuring that the network is available for educational and administrative use.

File-sharing services may cause a significant reduction in OCAC's network performance, to the extent that they disrupt the educational uses for which the network is intended. To carry out their responsibilities, network staff not only cooperates with the authorities when there is illegal activity, but also monitor use of the network and disconnect or restrict users whose bandwidth usage infringes upon other users' ability to access network resources. Students are encouraged to purchase media legally through one of the plentiful internet-based media retailers or utilize online streaming providers.

# SAFETY/SECURITY POLICIES & PROCEDURES

## STATEMENT

Oregon College of Art and Craft places an individual's personal safety and security and healthy and safe studio practice foremost in our priorities. The safety and security of the buildings, while important, is secondary. Employees are asked to actively participate in the care of our resources, both human and physical. We take pride in the community atmosphere of our campus, asking employees to continue to foster this atmosphere.

## STUDENT SAFETY AND SECURITY POLICY

The College annually updates and publishes a Student Safety and Security Policy, which is distributed to all matriculated students. Students are responsible for reading the policy and following its provisions. Data regarding campus crime statistics is dispensed annually to current and prospective students. Additional copies of the policy are available from the Enrollment Office and Student Lounge.

## PURPOSE

The purpose of the Safety and Security Policy and Procedures is twofold. The first purpose is to identify those issues related to safety and security that could affect employees and students of the College; the second purpose is to instruct employees and students in how to respond to specific situations. Safety and security issues are broken into three basic categories: 1) Personal Health and Safety; 2) Security; and 3) Forces of Nature. The policy and procedures for each of these three categories will be reviewed in-depth.

## COMMITTEES

In compliance with the State of Oregon, the College has in place a Safety Committee. The purpose of the Safety Committee is to monitor the College's safety policies and procedures and to recommend changes to the President. All on-campus injuries, whether to employees, students, or campus visitors, are reviewed by the Safety Committee in an attempt to identify the cause of the injury and recommend any necessary corrective action. Employees and students who have health and safety concerns they would like to have the Safety Committee address may do so by contacting the Safety Committee. A complete description of the mission, duties and responsibilities, including the names of the current members of the Safety Committee, is available in the office of the Dean of Academic Affairs.

## I. PERSONAL HEALTH AND SAFETY POLICY

At all times, it is the employee and student's responsibility to conduct themselves in a manner so as not to place anyone around them in a potentially dangerous situation that could result in physical harm to themselves or those nearby. Employees are required to comply with the College's health and safety procedures. These procedures have been implemented to assure the safety of each and every individual. Failure to follow these procedures may result in disciplinary action.

## PROCEDURES

Each building has unique safety procedures specific to the materials and equipment in use. These procedures are posted on studio bulletin boards. The following is a general description of the safety procedures for the College. Please refer to the procedures posted in your particular area for specifics. New employees and students should become acquainted with these procedures. Supervisors and faculty should see that new employees and students read and understand these procedures.

## ADMINISTERING INJECTABLE MEDICINES POLICY

The College does not maintain a student health facility, nor is there a registered nurse on staff. Emergency responses for this situation are the same as any other emergency that might occur on campus - call 911 for emergency service.

The College encourages the individual to make other students, staff, and faculty aware of his or her potential symptoms to help spot signs of pre-emergency conditions or be able to react quickly to a 911 situation. With a Confidentiality Release, the College, via Student Services, will notify the student's faculty each term on their behalf.

## HAZARDOUS MATERIALS

For each hazardous material in use, a Material Safety Data Sheet (MSDS) is provided by the manufacturer/supplier.

MSDSs are kept in a binder in or near the area in which they are used. Before using the hazardous material, refer to the MSDS and departmental guidelines for instructions regarding its proper handling and disposal.

## **EQUIPMENT**

All equipment has safety shields/splash guards installed to protect you from moving parts. Shields/guards are to be in place at all times. All equipment should be turned off at the end of each day, unless instructed otherwise. Space heaters should be unplugged at the end of each day. Operating manuals for all equipment are available in the studio and from studio managers and faculty.

## **PROTECTIVE ATTIRE**

Students are required to own and use protective gear appropriate to each studio in which they work, including protective eyewear, ear plugs, aprons, gloves, respirators, masks, etc. Footwear appropriate to the task should be worn; bare feet are not allowed in any studio or classroom. Hair should be pulled back and secured. New students are issued basic protective gear at orientation.

## **FOOD**

Food may be consumed only in designated areas. In the studios, designated areas are clearly posted.

## **FIRST AID**

Each building is equipped with a first-aid kit, placed in a prominent area and clearly identified. First-aid kits should not be kept in a locked cabinet. First-aid kits are restocked periodically by the Maintenance Department. Employees and students should acquaint themselves with the location of the first-aid kits.

Studio Managers and some OCAC staff are certified by the American Red Cross in First Aid and CPR techniques.

## **INJURY**

In the event you, a fellow student, or campus visitor is injured, the following procedure should be followed:

1. Determine the extent of the injury
2. If immediate medical attention is required:
  - a. Call 911, describe the circumstances, and request medical assistance, AND
  - b. Contact the front desk by dialing 100 or call 503-297-5544 and fill out the injury report after the medical assistance is provided
  - c. Stabilize the injury, OR
3. If immediate medical attention is not required:
  - a. Stabilize the injury, AND
  - b. Contact the front desk and fill out an injury report.
  - c. Go to the emergency room at the nearest hospital, Providence St. Vincent Medical Center, 9205 SW Barnes Rd.
  - d. Go to a physician.
4. If you are a witness to the injury, if possible, attempt to make the injured person as comfortable as possible without moving him or her, if the environment is safe. DO NOT leave the injured person alone. If the injured person leaves campus, front desk personnel must be contacted before they leave. Front desk personnel should be told who is leaving, what the injury is, and where they are going. If necessary, the human resources office (for injured staff or faculty) or the Student Services Coordinator (for students) will notify the injured person's emergency contact.

## **INJURY REPORTING FORMS**

Employees should complete an Injury Report within 24 hours of the injury. If a campus visitor is injured, a witnessing employee should complete the College's Public Injury Report within 24 hours of the injury. These forms are available at the front desk.

## **EMERGENCY CONTACT INFORMATION**

Students may file contact information with the Registrar for a person to be contacted in the event that the student is injured (or reported missing for more than 24 hours). This information is not used for any other purpose than emergency notification and is kept private.

## **FIRE EXTINGUISHERS**

There are fire extinguishers in every building on campus and each extinguisher is appropriate to the potential type of fire. Employees and students should acquaint themselves with the location of fire extinguishers in their building. Residence Life houses are also equipped with fire extinguishers. Residents should familiarize themselves with the location of their fire extinguisher and must participate in fire safety orientation upon move-in.

## **Emergency Evacuation Procedures**

Students are expected to comply with the emergency evacuation procedures for each studio or building as outlined in their studio safety manual, as well as the smoking policy, at all times.

Mandatory evacuation drills will be conducted for the entire campus twice a year. The campus is equipped with an automatic smoke detection system. If a fire occurs, the system will activate and the fire department will be dispatched. An audible alarm will sound throughout the campus. In the event of a fire in the on-campus residences, one of the smoke detectors placed throughout the house will sound an audible alarm and 911 must be contacted; the fire department will not be automatically dispatched.

In the event of a fire alarm, all individuals should:

1. Evacuate the buildings and gather in the Safety Zone as indicated in the campus map. . If this area appears to be dangerous, proceed to the Safety Zone 2 located in the Cornell Farm across the campus.
2. Do not attempt to remove any personal or College property during the evacuation.
3. If you are not in immediate personal danger, and as an employee you are in an area with students or the general public, see that these individuals leave the building before you do.
4. Stay in the safety zone until you are directed by Emergency Response Team member to do otherwise. Attempt to organize yourselves according to the building you were in at the time of the alarm.
5. Once in the safety zone, designated staff is responsible to account for evacuees.
6. DO NOT leave the campus unless instructed to do so by the Emergency Response Team or the Washington County Sheriff, or the Fire Department.
7. Return to your building only when you have been instructed to do so.

A statistical report of fires on campus is available in the "Safety and Security Addendum" portion of this handbook.

## **II. SECURITY POLICY**

Personal safety and security is foremost in the College's priorities. If you are placed in a potentially dangerous situation, your safety and those around you is paramount, NOT College property.

### **PROCEDURES**

In any given situation where you are threatened or College property is at risk, you are the only one able to assess the situation and determine the appropriate action.

The following procedures are guidelines offered to assist you in determining appropriate action:

1. If you are verbally or physically threatened:
  - a. Retreat to safety
  - b. Contact the front desk or maintenance cell phone: 503.528.6620
  - c. If possible, call 911, describe the circumstances to the Dispatch Center and request immediate assistance
  - d. If possible, notify others on campus, particularly if the intruder is heading in the direction of another building
2. If you encounter an intruder in the act of committing a crime, and you are not in immediate physical danger:
  - a. Retreat to safety
  - b. Dial 911, describe the circumstances to the dispatch center and request immediate assistance
  - c. Alert the front desk
  - d. If possible, notify others on campus, particularly if the intruder is heading in the direction of another building
3. If you are alone and are in a situation where you believe there is potential danger and would like assistance:
  - a. If possible, call 911, describe the circumstances to the Dispatch Center and request immediate assistance
  - b. Alert the front desk
4. Stay in the safety zone until you are directed by Emergency Response Team personnel to do otherwise. Attempt to organize yourselves according to the building you were in at the time of the alarm.

5. Once in the safety zone, designated staff is responsible to account for evacuees.
6. DO NOT leave the campus unless instructed to do so by the Emergency Response Team or the Washington County Sheriff, or the Fire Department.
7. Return to your building only when you have been instructed to do so.

### **REPORTING AN INCIDENT**

Any and all criminal activity, whether real or suspected, which occurs on campus must be reported to the front desk using a Security Breach Incident Report. This form is available from the front desk. Reports must be submitted within 24 hours of the security breach. If 911 was called and responded, the report should be completed immediately.

### **INSTITUTIONAL RESPONSE**

All Security Breach Incident Reports are reviewed by the President. If the incident warrants, the Safety Committee will convene. If deemed appropriate, employees and students will be notified of any crime via email, memo posting and distribution, or special meeting. If necessary, employees and students will be instructed in appropriate defensive behavior.

### **REPORTING**

Each year the College will publish and distribute to all employees and students a report which documents criminal activity during the past year, and, if data is available, the two previous years. As per federal regulations, only information regarding burglary, robbery, aggravated assault, motor vehicle theft, rape, and murder will be published. This report is also available, on request, to prospective employees and students.

### **ENFORCEMENT**

There is no formal security staff for the College, although the College uses an external security service at the closing of the campus. Each employee is responsible for the enforcement of the College's security procedures. The College's campus is private property, and we are within our rights to ask anyone to leave (even someone who has not committed a felonious act). It is within employee duties to question visitors. When assistance is needed, employees should contact maintenance personnel or the Washington County Sheriff's Department. DO NOT use physical force to assist an unwanted individual from the campus. Maintenance personnel are not trained security guards and should not be expected to act as such. The College is located within the jurisdiction of the Washington County Sheriff's Office and the College's administration works with them to assure that both parties understand their respective response procedures.

### **FACILITIES ACCESS**

All campus buildings are kept locked when Open Hours are not in effect. Only employees who have been issued keys by the College may access buildings outside of Open Hours.

Administrative staff on campus outside of their regular work schedule should also alert front desk personnel. Students may not access a building outside Open Hours, except in emergency situations and with an employee escort. Open Hours fluctuate during breaks, between academic semesters, and on holidays. Specific hours are published in the handbook. Deviations from the published hours (generally due to holidays) are posted at various posting sites around the campus.

Students in Ceramics, Metals, and Wood must work with a buddy, or there must be an approved Studio Monitor on duty. After 9:30 p.m. Monday-Thursday and after 5:00 p.m. Friday-Sunday, students in all studios must work with a buddy. Students who fail to follow the buddy system will receive one written reprimand from staff or faculty. Upon the second offense during the same academic semester of the year, studio privileges may be lost for that academic semester.

### **AFTER DARK**

Employees and students are encouraged to accompany one another to the parking lot after dark.



### **III. FORCES OF NATURE | INCLEMENT WEATHER**

In the event of seriously inclement weather, the following media will be contacted:

TV STATION	TELEPHONE #
KATU-TV (CH 2)	503-231-4222
KOIN-TV (CH 6)	503-464-0600
KGW-TV (CH 8)	503-226-5000

There will be an updated message on banner feeds of these stations and websites. In addition, the College's website, answering machine and social media will have an appropriate closure message. In the event of a closure, ALL classes (day and evening) are cancelled. Messages will also be sent directly to individuals who have registered for the OCAC text alert system. You can opt-in by going to the following web address: <https://forms.ocac.edu/view.php?id=74454>.

The President or her designee, in consultation with maintenance, will make final decisions on closure and re-opening. Should it be necessary to close the campus due to hazardous weather conditions, the Community Program Building will remain open for up to one hour until traffic conditions improve. All other buildings will close.

The main parking lot should be cleared as soon as possible. Anyone staying in the Community Program Building should move his or her vehicle to the Community Program Building parking lot on the corner of Leahy and Barnes. The maintenance department will monitor conditions and weather forecast for closures and the re-opening of campus.

#### **FLOOD**

For procedures related to campus evacuation in the event of a flood, please refer to the fire procedure. For procedures related to campus closure, please refer to the Inclement Weather Procedure. In the event of a prolonged campus closure, contact your supervisor, faculty member, or listen to the media.

#### **EARTHQUAKE**

For procedures related to campus evacuation in the event of an earthquake, please refer to the fire procedure. For procedures related to campus closure, please refer to the Inclement Weather Procedure. In the event of a prolonged campus closure, contact your faculty, or listen to the media.

# SEXUAL MISCONDUCT PROCEDURES

## **IMPORTANT INFORMATION FOR SURVIVORS OF SEXUAL ASSAULT**

If you or someone you know may have survived a sexual assault, you are strongly encouraged to seek immediate assistance. Emergency assistance can be obtained by calling 911.

Support can be reached 24 hours a day, 7 days a week by calling the Sexual Assault Resource Center help line at 503.640.5311.

During business hours (9am – 5pm, Monday through Friday), you are strongly encouraged to contact:

Chris Potts, OCAC Title IX Coordinator (Director of Enrollment Management and Alumni Affairs )

E-mail: cpotts@ocac.edu

Or in person: Red House

Carlyn Glaser, Licensed Professional Counselor

Phone: 860.874.7438

E-mail: carlyglaser@yahoo.com

## **Procedures for Survivors**

What to Do If You Are Raped or Sexually Assaulted

### **1. Go Somewhere Safe**

If you feel in danger, call 911. Seek emotional support from friends, trusted staff or faculty, or one of the agencies listed below.

### **2. Get Medical Attention Immediately**

You may take a friend or survivor advocate with you to the hospital. Trained advocates are available 24 hours a day at the Portland Women's Crisis Line 503-235-5333.

Not all injuries are immediately evident, so seek medical attention. Do not change clothes, bathe, shower, or douche before going to the hospital. Doing so may destroy important medical evidence. If you have changed clothes, bring your soiled clothing with you for evidence collection. Forensic evidence may be collected up to 72 hours after an assault. The nearest hospital in the vicinity of the College (which may not be the one closest to you) is Providence St. Vincent Medical Center, 9205 SW Barnes Road, 503-216-1234. St. Vincent has facilities for Sexual Assault Forensic Exams (SAFE). In addition, so do the following:

OHSU Emergency Room 3181 SW Sam Jackson Park Road, Portland, OR 97239. 503-494-7551

Legacy Emanuel Emergency Room 2801 N. Gantenbein St, Portland, OR 97227. 503-413-4121

Providence Portland Medical Center, 4805 NE Glisan Street, Portland, OR 97213. 503-215-6000

Even if you don't seek medical attention for legal reasons, it is still important to access and treat any injuries and determine the possibility of pregnancy or sexually transmitted infections. You may also get treatment from a medical professional of your choice.

### **3. Seek Counseling**

Whether or not you choose to report the rape or harassment, you should consider seeking some support or counseling. Even if you think you can handle this yourself, counseling can provide additional support in a confidential setting. Consultations with the Licensed Professional Counselor, Carlyn Glaser, and with community agencies are confidential and will not initiate an official report or investigation without your permission as long as there is no continuing threat to health and safety for yourself or the community. If you have questions or doubts about your readiness to make an official report, you may want to discuss an incident with one of these confidential resources first.

### **4. Report the Assault**

It is your decision whether to report a rape to the police or designated college staff person, but you are encouraged to do so. The College will make every possible effort to avoid unnecessarily revealing a survivor's identity during the course of any investigation that may result from a reported assault. On campus you may report the assault to the Title IX Coordinator, or any Responsible Employee (see definition below).

# SEXUAL MISCONDUCT POLICY

## I. INTRODUCTION

### A: Nondiscrimination Statement

OCAC values the individual dignity of each student, employee, volunteer, and job applicant. OCAC 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.

#### Title IX

As a recipient of federal funds Oregon College of Art and Craft is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. Under certain circumstances, Sexual Misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to OCAC's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. OCAC's Title IX Coordinator, who is located in the Administration Building, may be contacted by phone or by e-mail at [cpotts@ocac.edu](mailto:cpotts@ocac.edu)

#### The Clery Act

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery, who was raped and murdered in her residence hall room by a fellow student she did not know in 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence.

Oregon College of Art and Craft completes the Campus Safety and Security Survey annually and also publishes its Annual Security Report in the student handbooks each fall. The handbook is also available on the College's website at <https://ocac.edu/students>.

#### Campus SaVE Act

The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee survivors enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community-wide prevention educational programming.

### B: Overview of this Policy:

OCAC is committed to fostering an environment grounded in civility and respect. OCAC is committed to providing programs, activities, and an educational environment free from sex discrimination. OCAC is committed to building a community that promotes the prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. The College will make this policy and information about recognizing and preventing sexual misconduct readily available to all students and other members of the OCAC community.

### C: Applicability of this policy

This policy applies to any allegation of sexual misconduct made by or against a student or an employee of OCAC or a third party, regardless of where the alleged sexual misconduct occurred, if the conduct giving rise to the complaint is related to the College's academic, educational, or extracurricular programs or activities. OCAC's disciplinary authority may not extend to third parties who are not students or employees of the College; however, staff will provide assistance in engaging law enforcement when requested. There is no geographic limitation to invoking this policy, but sexual misconduct that is

alleged to have occurred at a significant distance from the College and/or outside of OCAC property may be more difficult for the College to investigate.

## **II. STATEMENTS OF POLICY**

### **A. Prohibition of Sexual Misconduct, Relationship Violence and Stalking**

OCAC's Sexual Misconduct Policy prohibits offenses of sexual assault, sexual harassment, domestic violence, dating violence, and stalking (see definitions below). OCAC is committed to addressing all incidents of sexual misconduct. This policy is designed to protect the rights and needs of all alleged survivors, complainants (if not the alleged survivor), and respondents. Creating a safe environment is the responsibility of all members of the OCAC community.

OCAC encourages the prompt reporting of all sexual misconduct and is committed to the timely and fair resolution of sexual misconduct cases. Whenever OCAC receives notification or a report of alleged sexual misconduct, the College will take prompt action to attempt to stop the misconduct and eliminate any resulting hostile environment, prevent the recurrence of misconduct, and provide resources and support to address any harm caused.

### **B. Prohibition on Retaliation**

Retaliation against any person for filing, supporting, or providing information in good faith in connection with a complaint of sexual misconduct is strictly prohibited. The College will address violations of this prohibition through this policy and/or other OCAC disciplinary procedures, as deemed appropriate. Any person who believes that they have been subjected to retaliation should make a report to the Title IX Coordinator, , who will review the report and take action as appropriate.

### **C. Prohibition on Providing False Information**

Any individual who knowingly files a false complaint under this policy, who knowingly provides false information or misleads OCAC employees who are involved in the investigation or resolution of a complaint, may be subject to disciplinary action.

### **D. Confidentiality**

Requests for confidentiality will be taken seriously; however, such requests may limit the College's ability to investigate and take reasonable action in response to a complaint. OCAC will take reasonable steps to investigate and respond to reports of sexual misconduct in a manner consistent with a student's confidentiality request. Individuals will be notified if confidentiality cannot be ensured. Information regarding sexual misconduct may be shared among OCAC administrators as appropriate and necessary. OCAC cannot control confidentiality violations by students or third parties.

If a student requests confidentiality and chooses not to press charges in a sexual misconduct case, an anonymous report of the incident must still be made in order to comply with the Clery Act (campus crime reporting). If the safety of others could be at risk, the security of the community may outweigh a student's request for confidentiality. The only confidential resource for students at OCAC regarding issues of sexual misconduct is Carlyn Glaser, Licensed Professional Counselor. Carlyn may honor a student's request for confidentiality unless there is a continued safety risk for the survivor or OCAC community.

## **Definitions:**

### **Consent**

Consent is informed, freely and actively given and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have established a mutually understandable agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of objections of another.

Consent cannot be inferred from:

- Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act)
- Silence, passivity, or lack of resistance alone
- A current or previous dating or sexual relationship alone
- Attire
- The spending of money on a date

Underage and Incapacitated persons cannot give consent. According to Oregon law (ORS 163.315), "(1) A person is considered incapable of consenting to a sexual act if the person is: (a) Under 18 years of age; (b) Mentally defective; (c) Mentally incapacitated; or (d) Physically helpless. One who is mentally or physically incapacitated as a result of alcohol or other drug consumption (voluntarily and involuntarily), or who is unconscious, unaware, or otherwise helpless, is incapable of giving consent."

#### Dating Violence

Dating violence, by federal definition, is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(2) For purposes of this definition-

(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

(3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### Domestic Violence

Domestic Violence is abuse between family or household members (as defined by the State of Oregon). Family or household members are defined as spouses or former spouses; adults related by blood, marriage or adoption, persons cohabitating or who have cohabitated; persons in a past or present sexually intimate relationship; or unmarried parents of a child.

Abuse as defined by the State is the occurrence of one or more of the following acts within a domestic relationship:

(a) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury

(b) Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury

(c) Causing another to engage in involuntary sexual relations by force or threat of force

By federal definition, domestic violence is:

(1) A felony or misdemeanor crime of violence committed-

(i) By a current or former spouse or intimate partner of the victim

(ii) By a person with whom the victim shares a child in common

(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner

(iv) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or

(v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

#### Rape

Rape is the act of sexual intercourse or penetration (anal, oral, or vaginal), however slight, with any body part or any object, by another person(s), without consent.

#### Retaliation

Retaliation is defined as any adverse or negative action against a person participating in any reporting, investigation or proceeding that is perceived as: intimidating, threatening, coercing, hostile, harassing, retribution, or violence that occurred in connection to the making and follow-up of the report. This also includes actions against an individual who has: (1) complained about alleged discrimination, harassment or retaliation, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations. Retaliation is prohibited by federal law.

Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. Intimidation means to make fearful or to put into fear. Generally, proof of actual fear is not required in order to establish intimidation. It may be inferred from conduct, words, or circumstances reasonably calculated to produce fear. Any person violating this policy may be subject to appropriate accountability, up to and including termination if they are an employee, and suspension or dismissal if they are an undergraduate or graduate student.

### **Sexual Assault**

Sexual assault means any actual, attempted, or threatened sexual act with another person without the person's consent.

Sexual assault includes but is not limited to:

Rape and attempted rape

Any nonconsensual sexual touching or intercourse, whether it is unforced or forced. This includes any contact with intimate body parts of an individual. It is also penetration, however slight, of any intimate body part with a body part or an object.

Any sexual act perpetrated when the survivor is unable to give consent

Sexual intimidation, which includes but is not limited to

Threatening, expressly or impliedly, to commit a sexual act upon another person

Stalking or cyber-stalking

Engaging in indecent exposure

### **Sexual Harassment**

Sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic experience; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment or academic decision; or (3) the conduct is unwelcome and sufficiently severe or pervasive that it has the effect of creating an intimidating, hostile, or offensive environment (see OAR 571-03-025(1)(e)).

### **Stalking**

Stalking means a repeated course of conduct directed at a specific person that places that person in reasonable fear for his/her or others' safety, or causes the person being stalked to suffer substantial emotional distress. In most situations, stalkers are trying to intimidate, harass, and control the person they are stalking. Stalking also often occurs within an abusive relationship in which the abusive partner is trying to track and control the other partner's movements and interactions.

Additional Legal Definitions:

#### **Complainant**

A complainant is an individual who reports or files a complaint. A complainant may be someone other than the person who may have been subjected to sexual misconduct.

#### **Respondent**

A respondent is an individual who has been accused of committing Sexual Misconduct by the report or filing of a formal or informal complaint.

#### **Responsible Employee**

A Responsible Employee is any OACAC employee (faculty or staff), other than confidential resources, to whom a student may reasonably disclose an incident of sexual misconduct. Responsible Employees have a duty under Title IX to notify the College when they are made aware of incidents or reports of sexual misconduct. Responsible Employees include all faculty members, staff (including Residence Life Staff), and administrators who regularly interact with students with the exception of confidential resources such as the Licensed Professional Counselor. If students are unsure whether an employee is a Responsible Employee, they may ask before sharing information related to sexual misconduct.

### **Oregon College of Art and Craft's Sexual Assault Survivor Bill of Rights**

Complainants will have the right to the following:

- Reasonable changes to their academic and living situations
- Referrals to counseling and community resources for survivors of sexual assault
- The right to file a complaint with local law enforcement at any time and that the complainant has the option to be assisted by campus personnel in notifying such authorities.
- Information for nearby medical services
- Academic support services, such as academic coaching
- Arranging to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The review of any disciplinary action taken against the complainant (such as if the complainant did not attend class because the respondent was enrolled and the complainant wanted to avoid contact) to see if there is a connection between the alleged misconduct that may have resulted in the disciplinary action.

Same opportunity as the respondent to have others present at disciplinary hearings

To present a case, which includes the right to adequate, reliable, and impartial investigation of complaints; the right to have an equal opportunity to present witnesses and other evidence; and the right to the same appeal process, for both parties.

To be notified of the time frame within which OCAC will conduct a full investigation of the complaint; the parties will be notified of the outcome of the complaint and the parties may file an appeal, if applicable.

To have the outcome of the investigation decided using a preponderance of evidence standard (i.e., it is more likely than not that sexual misconduct occurred).

To be notified in writing of the outcome of the complaint

OCAC cannot require a complainant to abide by a non-disclosure agreement in writing or otherwise, because the Clery Act requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense.

To know that a complainant can end the informal process of a complaint at any time and begin the formal stage of the complaint process.

Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome;

Name and identifying information kept confidential (FERPA) wherever possible

If you want to learn more about your rights you can contact the U.S. Department of Education Office for Civil Rights, at [ocr@ed.gov](mailto:ocr@ed.gov) or 800.421.3481. You can also fill out a complaint form online through the Department of Education: [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

### **Procedures for Title IX Complaints**

Title IX complaints are directed to the Title IX Coordinator. The Title IX Coordinator will prepare a written record of the complainant's factual allegations. Once the initial complaint is prepared, the Title IX Coordinator will conduct an appropriate investigation of the allegations. Both the complainant and the respondent can present witnesses and other evidence. Investigations may take up to 60 days to complete, unless there are special circumstances that complicate the procedures. Interim measures may be taken during the course of the investigation to protect the rights and safety of both parties.

Mediation will not be used to resolve Title IX complaints. The complainant has the right to file a Title IX complaint with the College in addition to filing a criminal complaint with law enforcement.

In an effort to support the reporting of sexual misconduct violations, individuals who experience or witness sexual misconduct while violating a different OCAC policy (an example would include the Alcohol and Substance use policy) will typically not have disciplinary sanctions imposed as long as the other violations do not pose a continuing health or safety risk for the individual or the College community. The Title IX Coordinator will make the determination.

Based on the evidence collected, the Title IX Coordinator will prepare a report of the investigation to present to the Title IX Committee. The Title IX Committee will then convene to discuss the report and to determine any conclusions and outcomes. After the committee has made its determinations, the Title IX Coordinator will prepare a written report of the Committee's findings and conclusions. Possible outcomes of the investigation are that the allegations are substantiated, or that allegations are not substantiated, i.e. an inconclusive investigation. Both parties will be notified of the outcome of the complaint and any steps that will be taken to resolve the situation.

### **Appeals Process**

OCAC's Title IX Committee is committed to a high quality resolution of every case. Both parties (the complainant and respondent) have an opportunity to appeal the Committee's decision. The appeal process provides an opportunity for both parties to bring additional information to the Committee's attention that would change their decision. The appeal process will not be a de novo review of the Committee's decision (i.e., the Committee will not review the matter as if no previous decision had been rendered).

If either party disagrees with the Committee's decision, he or she may send a written appeal to the President. If either party has documentation to support the appeal, the documentation must be submitted with the appeal. In an appeal, the complainant/respondent must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the Committee's determination in the case. Failure to do so may result in the denial of the appeal.

In order to be timely, an appeal (including any supporting documentation) must be submitted within 60 days of the date of the determination letter. The President may exercise discretion in granting a waiver of the 60-day timeframe where:

1. the complainant/respondent was unable to submit the appeal within the 60-day timeframe because of illness or other incapacitating circumstances and the appeal was filed within 30 days after the period of illness or incapacitation ended; or
2. unique circumstances generated by agency action have adversely affected the complainant/respondent.

A written response to an appeal will be issued as promptly as possible. A decision of the President affirming the initial decision constitutes the agency's final decision. Such a decision will inform the complainant/respondent that he or she "may have the right to file a private suit in federal court whether or not the Committee finds a violation."

Title IX Committee

Leah Wilmoth, Student Services Coordinator  
studentservices@ocac.edu  
971-255-4139

Jiseon Lee Isbara, Dean of Academic Affairs  
jlee@ocac.edu  
503-297-5544 ext. 125

Molly Schreck, Human Resources Representative  
payroll@ocac.edu  
971-255-4221

### **What can I do?**

Learn about sexual assault and harassment and self-defense strategies. Ask community groups to provide educational programs in your residence house, Student Commonwealth meeting or other campus organization.

Support the survivors of violent crimes. No matter what they were wearing, who they were with, where they were going— they did not ask to be harassed, raped, or assaulted.

Reject the behavior or attitudes which excuse harassment or rape or which glorify violence.

Volunteer at an organization dedicated to ending interpersonal violence. Donate clothing or money to ensure the success of these groups.

### **How Bystanders Can Intervene**

#### **Proactive Bystander Strategies**

In order to be a proactive bystander who helps prevent cases of sexual harassment or sexual violence, you can...

- Believe violence is unacceptable and say it out loud
- Treat people with respect
- Speak up when you hear people making statements that blame survivors
- Talk with friends about confronting violence against others
- Encourage others to trust their instincts
- Be a knowledgeable resource for survivors
- Do not laugh at discriminatory jokes or comments
- Stay aware and look out for friends at parties and bars
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower survivors to tell their stories

#### **Reactive Bystander Strategies**

In order to be a reactive bystander who positively intervenes in instances of sexual harassment or sexual violence, you can...

- Get authorities involved
- Seek help



- Ask someone in a potentially dangerous situation if they want to leave
- Make sure that friends get home safely
- Ask a survivor if there is anything you can do to support them
- Provide options and compassion
- Call a local crisis center for support and to learn about options

### **Resources at OCAC**

Student Services

Student Services Coordinator, studentservices@ocac.edu , 971-255-4139

### **Counseling**

Carlyn Glaser, LPC, carlyglaser@yahoo.com, 860-874-7438 (cell)

### **Resources in the Community**

Sexual Assault Resource Center (SARC) 503-640-5311 (24 hour helpline), 503-626-9100 (business)

Portland Women's Crisis Line 503-235-5333 (24 hour crisis line), 503-232-9751 (business)

### **Police Service in the City of Portland**

Emergency response 9-1-1 (24 hour line)

Non-emergency response 503-823-3333 (24 hour line with voicemail menu)

General information/Information and Referral 503-823-4636 (9:00am - 6:00pm) TDD 503-823-4736

Domestic Violence Reduction Unit (DVRU) 503-823-0090 (8:00am - 4:00pm)

Portland Police Detectives - Sexual Assault Detail 503-823-0434 (for info about investigations)

Rape Survivor Advocates (for assistance with rape evidentiary exams and court proceedings):

Multnomah Co. 503-988-3222 Clackamas Co. 503-655-8616 Washington Co. 503-640-5311

Oregon State Police 503-731-3027 (for info about sex offender registration and notification)

Portland Police Bureau's Domestic Violence Reduction Unit 503-823-0090

(To talk to someone about legal and law enforcement options for survivors of domestic violence and stalking)

Restraining order information: Multnomah County 503-248-3943; Clackamas County 503-655-8616; Washington County

503-681-3830

### **Domestic Violence Shelters for Women**

Bradley-Angle House 503-281-2442 (24 hour crisis line) 503-281-3540 (business)

Clackamas Women's Services 503-654-2288 (24 hour crisis line) 503-654-2807 (business)

Raphael House 503-222-6222 (24 hour crisis line); 503-222-6507 (business)

SafeChoice 1-360-695-0501 (24 hour crisis line) 1-360-696-0167 (business)

Shelter- Domestic Violence Resource Center 503-640-1171 (24 hour crisis line) 503-640-5352 (business)

Volunteers of America Family Center 503-232-6562 (business line) 503-771-5503 (24 hour crisis line)

West Women's and Children's Shelter 503-24-7718 (24 hour crisis and business line)

YWCA 503-294-7400 (24 hour intake and business line)

### **Support Groups - Domestic Violence**

Bradley-Angle House 503-281-2442 (crisis) 503-281-3540 (business) 503-232-7805 (groups & outreach)

Rape, Abuse and Incest National Network (RAINN) 800-656-4673 (anonymous national hotline)

# MATERIALS RESOURCE

## **Abrasives**

Island Graphics  
700 SE Hawthorne 503.238.4024

## **BOOK AND PRINT**

Colophon Book Arts Supply  
3611 Ryan St SE, Lacey, WA. 360.459.2940

## **BULK PAPER STORES**

Kelly Paper  
925 SE Clay St. 503.257.2310

## **Paper Plus**

120 NE 9th Ave. 503.238.3607

## **Camera Repair**

Advanced Camera Repair  
8124 SW Beaverton/Hillsdale Hwy.  
503.292.6996

Associated Camera Repair Inc.  
10402 NE Sandy Blvd. 503.206.4689

Blue Moon Camera  
8417 N. Lombard St. 503.978.0333

Citizen's Photo  
706 SE 6th Ave. 503.232.8501

## **Ceramic Supplies**

Georgie's Ceramic and Clay Co.  
756 NE Lombard 503.283.1353

Electronics  
Radio Shack  
3370 SW Cedar Hills Blvd. 503.643.1650

## **Fabric Stores**

Fabric Depot  
700 SE 122nd Ave. 503.252.9530

Fabric World  
5300 N Lombard 503.285.5984

Jo-Ann Fabrics  
4005 SW 117th Ave., Beaverton 503.469.2968

Mill Ends Retail Fabric Store  
9701 SE McLoughlin Blvd. 503.786.1234

Oregon Leather  
110 NW 2nd Ave 503.228.4105

The Whole Nine Yards  
1820 E. Burnside 503.223.2880

## **GENERAL ART SUPPLIES**

Columbia Art & Drafting  
1515 E Burnside St. 503.232.2216

Dick Blick  
1115 NW Glisan St. 503.223.3724

Muse Art and Design  
4220 SE Hawthorne Blvd. 503.231.8704

Collage  
7907 SE 13th Ave. 503.777.2189

## **Glass**

Cline Glass Co. Inc.  
1135 SE Grand 503.233.5946

Ace Hardware  
12505 NW Cornell Rd. 503.672.9489  
1621 NW Glisan 503.228.5135

Hardware  
Hippo Hardware  
1040 E Burnside St. 503.231.1444

Winks Hardware  
200 SE Stark 503.227.5536

## **Lamp Hardware**

Larry's Lighting Repair  
3302 SE Division 503.238.1714

Sunlan Lighting  
3901 N Mississippi 503.281.0453

**Metals**

Ed's House of Gems  
7712 NE Sandy Blvd. 503.284.8990

General Threaded Products Co.  
2318 SE 10th Ave. 503.234.5248  
Portland Jewelry Supplies  
2820 SE 8th Ave. 503.230.9010

West Coast Findings Co.  
534 SW 3rd St. Suite 612 503.227.4401

Metals Supermarket Portland  
13319 NE Whitaker Way. 503.258.1151

Handley Jewelry Supply  
534 SW 3rd Ave., #810. 503.241.4306

Northwest Magnet  
508 N Tillamook St. 503.282.1441

**Plastics**

Multicraft Plastics  
298 SW Tech Center Dr. 503.352.0970

Tap Plastics  
2842 NE Sandy 503.230.0770

Safety Supplies  
Mallory Safety  
2135 NW 21st Ave. 503.238.3800

**RE-USE CENTERS**

Goodwill Bins  
1740 SE Ochoco 503.230.2076

Rebuilding Center  
3625 N Mississippi 503.331.1877

Scrap  
2915 NE MLK Jr. Blvd. 503.294.0769

**Tools**

Harbor Freight Tools  
335 N Mason 503.493.2863

Ted's Tool Shed  
8819 SE Powell Blvd. 503.777.3115

Western Tool  
2518 NE Airport Way 503.255.7331

**Wood**

Crosscut  
3065 NW Front Ave. 503.224.9663

Endura Wood Products  
1303 SE 6th Ave. 503.233.7090

Glimer Wood Co.  
221 NW St. Helen's Rd. 503.274.1271

Mr. Plywood  
609 SE Stark 503.254.7387

Wood Crafters  
212 NE 6th Ave. 503.231.0226

