



OREGON COLLEGE OF ART AND CRAFT

## Student Handbook Addendum 2018–2019

*Published 3/7/2019*

On February 7, 2019 the Oregon College of Art and Craft (OCAC) Board of Trustees announced approval of a resolution to terminate all degree programs at the end of Spring 2019.

### Timeline for Closure

Classes end .....	05.13.19
Reserved for Makeup Classes .....	05.14.19–05.16.19
Commencement .....	05.19.19
Grades due .....	05.20.19
Grades released to students .....	05.21.19
Last day to submit petitions or appeals .....	05.24.19
Last day for grade or record changes to be recorded in the Office of the Registrar .....	05.31.19
Last day for MFA thesis/exhibition completion to be recorded in the Office of the Registrar...	05.31.19

Any time period listed in the 2018–2019 handbook and not specifically amended in this addendum should be understood to align with the timeline above. Specifically, petitions, appeals, or grievances of any kind must be received by 5/24/2019 at 5:00 p.m., and record changes of any kind must be received in the Office of the Registrar by 5/31/2019 at 5:00 p.m.

### Catalog of Courses and Program

At the conclusion of Spring 2019, the catalog of courses and programs is no longer in effect at OCAC. Previous OCAC degree requirements will continue to apply to students involved in a contractual teach-out agreement with Pacific Northwest College of Art (PNCA).

### Admissions Policies

As of February 7, 2019, OCAC is no longer accepting applications or admitting students to any degree or certificate program.

### Academic Policies

#### 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 Office of the Registrar. 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. Due to termination of the degree programs, all petitions must be submitted by 5:00 p.m. on May 24, 2019 to be considered.

#### CHALLENGING A COURSE

As of February 7, 2019, OCAC is no longer accepting course challenges.

#### COMPLETION OF PROGRAM REQUIREMENTS

The final semester for which OCAC will confer degrees and certificates is Spring 2019. All coursework and non-course requirements (e.g., thesis, exhibition) must be completed, and documentation of that completion must be received in the Office of the Registrar, by 5:00 p.m. on May 31 for Spring 2019 conferral.

## **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 5:00 p.m. on May 31, 2019. To protect records integrity, all grade changes must be submitted in writing and be signed and dated by the instructor and the 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 5:00 p.m. on May 24, 2019 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 May 31, 2019. The final grade must be submitted to the registrar no later than 5:00 p.m. on May 31, 2019. 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**

As of February 7, 2019, new leaves of absence will not be granted. Students withdrawing from all classes after this date will be administratively withdrawn from the college. Any student on active leave of absence in Spring 2019 will be withdrawn from the college as of May 13, 2019.

## **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. A student placed on academic suspension has the right to appeal the decision until 5:00 p.m. on May 24, 2019 (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 until 5:00 p.m. on May 24, 2019.

## **TRANSCRIPTS**

Official transcripts are ordered through the Office of the Registrar until academic records are transferred to a custodian. Subsequently the custodian will have authority to issue official OCAC transcripts.

## **WITHDRAWAL FROM THE COLLEGE**

Students may initiate formal withdrawal by submitting an Official Withdrawal from the College form to the Office of the Registrar. Standard refund and repayment procedures apply. Any student currently active and not graduating at the end of the Spring 2019 will be withdrawn from the college as of May 13, 2019.