

# PNCA

Pacific Northwest College of Art

# STUDENT HANDBOOK

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# MISSION STATEMENT

Pacific Northwest College of Art prepares students for a life of creative practice.

# CORE VALUES

## CREATIVE PRACTICE

Acquiring the knowledge, skills and professional practices of the fine and design arts

## INTEGRATED KNOWLEDGE AND CREATIVE THINKING

Encouraging the practice of examining the subject from diverse viewpoints

## SOCIAL AND ETHICAL RESPONSIBILITY

Considering the social and ethical issues embedded in the subject

## EFFECTIVE COMMUNICATION

Engaging in the activity of exchanging information about the subject

# PRESIDENT'S WELCOME

It is my great pleasure to welcome you to Pacific Northwest College of Art (PNCA), one of the finest schools of art and design of its size anywhere. As president, I also extend greetings on behalf of the remarkable community of artists and educators, alumni, and board members who comprise the college. We are glad you are here and glad you have chosen PNCA. You will need to know how PNCA operates, what resources it offers students, where those may be found, and what conditions, if any, apply to their use. This book is designed to help you in that process and, in fact, since it is the only book on the subject, it carries the added promise of making you an authority in the field. But only if you read it and use it!

With all good wishes for your success,

A handwritten signature in black ink, consisting of a large, stylized loop that encloses the letters 'am'.

Thomas Manley,

President

# STUDENT RIGHTS AND RESPONSIBILITIES

## FREEDOM FROM HARASSMENT AND DISCRIMINATION

PNCA is committed to maintaining the community as a place of work and study for faculty, administrators, staff, and students, free of sexual and other unlawful harassment, intimidation, and exploitation. The college does not tolerate behavior that constitutes sexual or other unlawful harassment of any member of the college community.

The college remains committed to providing an environment free of sexual harassment and harassment because of race, color, religion, religious creed, ancestry, national origin, age, sex, marital status, citizenship status, military service status, sexual orientation, gender identity or expression, disability and/or any other status protected by law. Prohibited harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is unlawful and will not be tolerated. The PNCA policy on Sexual Harassment and Misconduct found in the Student Handbook provides complaint procedures.

The college will take prompt and effective corrective action in response to occurrences of harassing behavior, including, where appropriate, disciplinary action up to and including termination or expulsion.

The policy explicitly applies to college administrators, staff, students and faculty and all other individuals engaged with college activities. Individuals who know of

harassment, or believe that they have been harassed, in violation of this policy have access to the complaint procedures described in the this Student Handbook.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records.

## RELEASE OF INFORMATION

PNCA requires your written consent to release your personally identifiable educational records or files to any individual, agency, or organization, with the following exceptions: school officials who have legitimate educational interests, government officials enumerated in the Family Educational Rights and Privacy Act or in connection with your application for receipt of financial aid. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including security personnel), a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her responsibilities. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon an official request from another college, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

## **REQUESTS FOR NON-DISCLOSURE OF DIRECTORY INFORMATION**

Directory information, including your name, address, telephone, e-mail address, enrollment dates, dates of attendance, enrollment status, graduation date, major, degrees and awards received, photograph, and participation in officially recognized events, is not considered confidential and may be disclosed unless a student files a written request with the Registration Office to keep it confidential. Requests for non-disclosure will be honored by the College for one academic year. Re-authorization to withhold directory information must be filed annually with the Registrar within the first two weeks of the semester.

## **RIGHT TO INSPECT AND REVIEW EDUCATIONAL RECORDS**

Students have the right to inspect their confidential files and permanent records upon request under conditions that will prevent the records' alteration or mutilation. Federal law permits PNCA 45 days in which to comply with any request. Students have the right to request amendment of education records they believe are inaccurate or misleading. You will be asked to file a written request describing the

record you wish amended and why it may be inaccurate. Please consult with the Registrar for details on this process.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue S.W., Washington, DC, 20202-4605.

## **FREEDOM FROM DISCRIMINATION AND HARASSMENT**

The college remains committed to providing an environment free of discrimination and harassment because of race, color, religion, religious creed, ancestry, national origin, age (18+), sex, marital status, citizenship status, military service status, sexual orientation, gender identity or expression, disability and/or any other status protected by law. Prohibited harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is unlawful and will not be tolerated.

## **FREEDOM OF ARTISTIC EXPRESSION POLICY**

PNCA prizes freedom of expression and open discourse. Through its curriculum and related programs, the College seeks to create an atmosphere that encourages

and supports the practice of intellectual and artistic freedom. To this end, the College fosters ongoing discussions about the larger ethical and legal issues related to artistic expression and looks to resolve conflicts through thoughtful dialog and consultation, and in a manner that sparks rather than fetters the imagination. At the same time, PNCA and the members of its community recognize their shared obligation and commitment to:

Be mindful and responsible about the impact that the creative process may have on individuals, communities, and the human and non-human environment

Be mindful of federal, state and local laws

Assure the safety of all members of the campus community and visitors, the integrity of the College's operation, and the protection of institutional and personal property

The faculty, students and administration should be guided by these values and principles. The College has the educational duty to interpret and apply this policy on behalf of the campus community.

## **FREEDOM OF SPEECH**

The College encourages all students and student organizations to examine and discuss questions of interest and to support causes and express opinions publicly

and privately, provided they do so in a manner that does not disrupt the operation of PNCA or violate state or federal law or the PNCA Code of Conduct or use of the College Name Policies. In public expression or demonstration, students, or the student organizations, must make it clear that they are speaking for themselves and not on behalf of the College. Instructors, in class and in conference, encourage free discussion, inquiry and expression relative to the subject of the course. Students are responsible for learning the content and completing the assignments of the courses in which they are enrolled.

## **FREEDOM OF ASSOCIATION**

You are encouraged to organize your own or to join existing student groups and clubs that support and promote interests you might share with other students. The membership, policies, and actions of a PNCA student organization are usually determined by vote, and only by people who are part of the PNCA community. Exceptions are subject to the approval of the Dean of Student Services. Student club or group leaders are free to recruit faculty or staff advisors, who serve on a volunteer basis.

# POLICY ON STUDENT ACTIVITIES

Student clubs operate under the same code of conduct as individual students and are subject to the same sanctions in cases of Conduct Code violations. Student co-curricular and extra-curricular activities are intended to help students develop as individuals through exploring new ideas, developing an appreciation for diversity, creating new friendships, and just having fun. Through the Student Services Office, PNCA supports activities for both small and large groups, assists students in organizing special interest clubs, and arranges space for formal and informal events.

Students interested in sponsoring an event or forming a student organization should work with both the Student Services staff and Student Council to develop a plan and arrange for necessary resources to help assure a successful event or activity.

# POLICY ON THE USE OF STUDENT ART AND DESIGN WORK

Throughout the year PNCA documents campus activities and art and design work for public relations work in promoting the College and its programs.

The college reserves the right to photograph, reproduce, use or display works of art and design produced by students enrolled in its academic programs. Displaying artwork or design work in campus facilities constitutes permission for the College to photograph and use images of that work for institutional purposes. The College does not use these images for commercial purposes. No compensation is provided to students for such institutional use of images of artwork and design work.

Student work is not insured by PNCA and the College is not responsible for work stored or exhibited at the College. The student is responsible for collecting all artwork and design work left at the college for exhibition or grading purposes. At the close of each term, PNCA studios will be cleaned out and all remaining contents (artwork, possessions, etc.) will be discarded.

# EVENTS POLICY

Any student or group of students wishing to hold an event on campus should consult with the Student Services staff. Students need to consider a great number of things which most need to be arranged in advance, such as security, set-up, clean-up, supplies, and liability insurance (if applicable).

# STUDENT CONDUCT CODE AND ADMINISTRATIVE WITHDRAWAL POLICY

## PREAMBLE

A community such as PNCA depends on the good judgment and considerate behavior of its members. One's status as a student at PNCA is not an unconditional right but a privilege subject to certain expectations. All students are expected to act with integrity in their academic and social behavior. They must also show respect for personal and College property and for the rights of fellow students, faculty and other members of the College community.

Students at PNCA will:

Take responsibility for learning material, participating in class activities, advocating for their own needs, and knowing rules and regulations governing enrollment and graduation

Follow the lawful direction of faculty and staff, including providing information and identification when requested

Respect the teaching/learning environment by interacting appropriately within the classrooms and studios and following safety guidelines

Honor individual differences and the exchange of diverse views on subject matter

Maintain honesty and integrity in all work, communication, and interaction

Support the campus community through proper use of College equipment and facilities

Follow all College regulations

Demonstrate good citizenship by following state and federal laws

The need for disciplinary measures arises from instances of student misconduct that adversely affect the College as an educational and social community. In cases of violation of College policies and regulations, a student may be subject to various sanctions including warning, probation, suspension, or dismissal. The structures and procedures of the Student Conduct Board are not a substitute for any civil or criminal proceedings; all students, whether on or off campus, are subject to local, state and federal laws.

Cases involving violations of College policies and regulations by BFA and MFA students are handled by the Dean of Student Services, except for matters of academic discipline, which are handled by the Academic Dean (or designee). Cases involving Continuing Education students are handled by the Director of Continuing Education.

## SECTION I: DEFINITIONS

(1) The term “College” means Pacific Northwest College of Art

(2) The term “student” includes all persons taking courses at the College, either full-time or part-time, enrolled in the Bachelor of Fine Arts program, the Graduate programs, or the Continuing Education program. The term “student” also includes persons who withdraw after allegedly violating the Student Conduct Code, or who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission.

This Student Conduct Code applies at all locations of the College.

(3) The term “faculty member” means any person hired by the College to conduct classroom, studio, or teaching activities or who is otherwise considered by the College to be a member of its faculty.

(4) The term “College Official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

(5) The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Dean of Student Services.

(6) The term “College premises” includes all land, building, facilities, and other property in the possession of, or owned, used, or controlled by, the College.

(7) The term “organization” means any number of persons who have complied with the formal requirements for College recognition and/or are recognized by the school as a student organization.

(8) The term “Student Conduct Board” means any person or persons authorized by the Dean of Student Services to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rule has been violated.

(9) The term “Student Conduct Administrator” means a College official authorized on a case-by-case basis by the Dean of Student Services to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Dean of Student Services may authorize an individual to serve simultaneously as a Student Conduct Administrator and the sole member, or one of the members, of the Student Conduct Board. The Dean of Student Services may authorize the same Student Conduct Administrator to impose sanctions in all cases. Unless there is a conflict of interest, the Dean of Student Services may authorize himself or herself to serve as Student Conduct Administrator. Typically, the Academic Dean will serve as Student Conduct Administrator in cases involving academic dishonesty (cheating and plagiarism, for example).

(10) The term “Appellate Board” means any person or persons authorized by the Dean of Student Services to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Conduct Code, or from the sanctions imposed by the Student Conduct Administrator.

(11) The term “shall” is used in the imperative sense.

(12) The term “may” is used in the permissive sense.

(13) The Dean of Student Services is that person designated by the College President to be responsible for the administration of the Student Conduct Code.

(14) The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, the College Housing Northwest residential contract (for PNCA students living in their Goose Hollow facilities), the Residence Life Resource Guide and Code of Conduct, the PNCA Web Page, the Thesis Handbook, the Computer Use Policy, and College catalogs.

(15) The term “cheating” includes, but is not limited to:

- a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
- b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; and

d. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

(16) The term “plagiarism” includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work in any form (including the Internet) of another person or persons without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(17) The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the College community submitted the charge itself. See section: Preamble

(18) The term “Accused Student” means any student accused of violating this Student Conduct Code.

## **SECTION II: STUDENT CODE AUTHORITY**

(1) The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and/or Appellate Board shall be authorized to hear each matter.

(2) The Dean of Student Services shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are consistent with provisions of the Student Conduct Code. See section IV.

(3) Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

## **SECTION III: CONDUCT**

### **A. JURISDICTION OF THE COLLEGE STUDENT CODE**

The Student Conduct Code shall apply to conduct that occurs on College premises, at institutions associated with PNCA's External Studies and Exchange Programs, at College-sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives.

Each student shall be responsible for this student code of conduct from the time of

application for admission through to the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Services shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, at his or her sole discretion.

## **B. CONDUCT: RULES AND REGULATIONS**

Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Section IV:

- (1) Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official or faculty member.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.

(2) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

(3) Physical abuse, sexual harassment or misconduct, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Students are not allowed to inflict a wound upon themselves or others at PNCA. This includes, but is not limited to tattooing, body piercing, branding, or scarification. Because of potential health hazards, the use of any animal (human or otherwise) body parts or fluids is forbidden. Performance art involving live sexual contact is also forbidden.

(4) Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or of other personal or public property, on or off campus. This includes theft or alteration of artwork, either stored or exhibited.

(5) Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

(6) Failure to comply with directions of College officials or law enforcement officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

(7) Unauthorized possession, duplication or use of keys or keycards to any College premises or unauthorized entry or use of College premises.

(8) Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

(9) Violation of any federal, state, or local law, either on or off campus.

(10) A pattern of consistent use of any department's supplies or equipment for purpose of personal profit in an on-going business venture.

(11) Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

(12) Use, possession, manufacturing or distribution of alcoholic beverages, except as expressly permitted by College regulations (see PNCA's Drug and Alcohol Policy section) or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

(13) Unauthorized possession of firearms, replica firearms, live ammunition, explosives, other weapons or replica weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed.

(14) Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operation of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within a campus building or area.

(15) Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

(16) Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress.

(17) Theft or other abuse of computer facilities and resources, including but not limited to:

- a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individuals identification and/or password.

- d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College official.
- e. Use of computing facilities and resources to send obscene or abusive messages.
- f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the PNCA Computer Use Policy.

(18) Abuse of the Student Conduct System, including but not limited to:

- a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
- b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- d. Institution of a student conduct code proceeding in bad faith.
- e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.

- f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Code proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Code proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.

### **C. VIOLATION OF LAW AND COLLEGE DISCIPLINE**

(1) PNCA disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation), without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Services. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of PNCA rules were dismissed, reduced, or resolved in favor of, or against, the criminal-law defendant.

(2) When a student is charged by federal, state or local authorities with a violation of the law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offence is also being processed under the Student Conduct Code, the College may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (providing that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **SECTION IV: STUDENT CONDUCT CODE PROCEDURES**

### **A. CHARGES AND STUDENT-CONDUCT BOARD HEARINGS**

(1) Any member of the College community may file charges against a student for violations of the Student Code. The individual filing the charge must put the offense in writing and directed to the Dean of Student Services. The individual submitting the charge must do so as soon as possible after the event takes place, preferably within one month from the date the Complainant first attempts to resolve the matter. In cases of charges of sexual harassment and/or misconduct,

the procedure described in the Sexual Misconduct Policy will take precedence over Student Conduct Code procedures.

(2) A Student Conduct Administrator selected and authorized by the Dean of Student Services may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same manner as the Student Conduct Board or a member thereof.

If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s). In the case of serious offenses, the College may also elect to impose sanctions against a student, without mutual consent, at the discretion of the Student Conduct Administrator. See Section IV(D) for information about the appeals process.

(3) All charges shall be formally presented to the accused student in written form within a set time. That time shall be set for a Student Conduct Board Hearing, not less than five nor more than 15 calendar days, after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.

(4) Student Conduct Board Hearings shall be conducted according to the following guidelines, except as provided by Section IV(A)(7) below:

a. Student Conduct Board Hearings normally shall be conducted in private.

b. The complainant of accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

c. In Student Conduct Board Hearings involving more than one accused student, the Student Conduct Administrator, at his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

d. The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

e. The complainant, the accused student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses, who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weeks prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. The Student Conduct Board will conduct this with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the portion of the Student Conduct Board Hearing concludes, in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Conduct Code which the student is charged with violating.

i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal and civil court, are not used in Student Conduct Board proceedings.

(5) There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.

6) If an accused student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered, even if the accused student is not present.

(7) The Student Conduct Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation from the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video-phone, closed circuit television, video conferencing, video tape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Conduct Administrator to be appropriate.

## **B. SANCTIONS**

(1) The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

- a. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
- b. Probation: A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- c. Loss of Privileges: Denial of specific privileges for a designated period of time.
- d. Fines: Previously established and/or published fines may be imposed.

- e. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions: Work assignments, essays, service to the College, larger commitments or other related discretionary assignments.
- g. Residence Hall Suspension: Separation of the student from Housing Northwest residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission shall be specified.
- h. Residence Hall Expulsion: Permanent separation of the student from PNCA sponsored residence halls.
- i. College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission shall be specified.
- j. College Expulsion: Permanent separation of the student from the College.
- k. Revocation of Admission and/or Degree: Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.
- l. Withholding Degree: The College may withhold awarding a degree otherwise earned until the removal of all sanctions imposed, if any.

- (2) More than one of the sanctions listed above may be imposed for a single violation.
- a. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record three years after final disposition of the case.
  - b. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each maybe impacted.

(3) The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above in Section IV(B)(1)(a)–(f).
- b. Loss of selected rights and privileges for a specified period of time.
- c. De-activation and loss of all privileges, including PNCA recognition, for a specified period of time

(4) In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by the members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student, who believes she/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

### C. INTERIM SUSPENSION

In certain circumstances, the Dean of Student Services, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board Hearing.

(1) Interim suspension may be imposed only:

- a. to ensure the safety and well-being of members of the College community or preservation of College property
- b. to ensure the student's own physical or emotional safety and well-being
- c. if the student poses an ongoing threat or disruption of, interference with, the normal operations of the College.

(2) During the interim suspension, a student shall be denied access to the residence hall and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Student Services or the Student Conduct Administrator may determine to be appropriate

(3) The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

## D. APPEALS

(1) A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.

(2) Except as required to explain the basis of new information, an appeal to a Student Conduct Board decision shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documentation for one or more of the following purposes:

- a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Conduct Code was violated and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

(3) If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

## **SECTION V: INTERPRETATION AND REVISION**

- a. Any question of interpretation or application of the Student Code shall be referred to the Dean of Student Services or his or her designee for final determination.
- b. The Student Code shall be reviewed every three years under the direction of the Dean of Student Services.

# ADMINISTRATIVE WITHDRAWAL POLICY

## I. INTRODUCTION

A. The procedures for involuntary administrative withdrawal of a student from PNCA are to be used only after reasonable attempts to secure voluntary cooperation for psychological or medical evaluation or withdrawal have been exhausted, and will be used only after thoughtful consideration by members of the Student Services staff.

B. Students subject to this policy are encouraged to involve family members whether an administrative withdrawal is voluntary or involuntary. Family members of students under 18 years of age will be informed without, but preferably with, the students' permission.

C. Students may become subject to this Policy through referral to the Dean of Student Services. These referrals will primarily come through the PNCA Threat Assessment Team, the PNCA Counseling Center, the Residence Life staff or Security. Community members observing disruptive or dangerous behavior should contact Student Services or Security.

## II. CONDITIONS FOR INVOLUNTARY ADMINISTRATIVE WITHDRAWAL

A. A student will be subject to involuntary administrative withdrawal from PNCA when, in the judgment of the Dean of Student Services, there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:

1. Will harm him/herself or others
2. Will cause significant property damage
3. Will be substantially unable to meet his or her responsibilities as a student
4. Will be unable to care for his or her daily physical needs without assistance and has failed to secure such assistance.

B. If the student has engaged in an activity which subjects him or her to PNCA disciplinary action, the matter will be handled through PNCA's student disciplinary process unless the Dean of Student Services determines that the student, as a result of psychological conditions:

1. Lacks the capacity to respond to pending disciplinary charges against him or her, or
2. Did not know the nature or wrongfulness of the conduct at the time of the offense.

### **III. REFERRAL FOR EVALUATION**

A. In determining whether or not a student's behavior meets the criteria set forth in Section II.A., the Dean of Student Services will consult with the Counseling Center and may refer the student for evaluation by an independent licensed psychiatrist, psychologist or other medical provider approved by the College. If an evaluation is required to sign any releases deemed necessary for those who are involved in the evaluation and assessment process to share relevant information about the student's condition. An Involuntary Administrative Leave Withdrawal may be imposed on a student who fails or refuses to undergo an evaluation or to sign a release and as a result a determination cannot be made as to whether a "direct threat" exists. The student will be informed in writing, either by hand delivery or by certified or by overnight mail. The evaluation must be completed within five (5) business days from the date of the referral letter, unless an extension is granted in writing by the Dean of Student Services.

### **IV. PROCEDURES**

#### **A. MEETING WITH THE DEAN OF STUDENT SERVICES**

1. A student may be requested in writing and/or orally (depending on the urgency of the situation) to attend an informal meeting with the Dean of Student Services for the purpose of determining whether the student, as a result of a physical or

psychological condition, falls within one of the four categories described in Section II.A. and, if so, the necessity for withdrawal. Such a request will include a statement of the reasons for the College's concern.

2. If the student is determined to lack the capacity to participate in such a meeting, the student will be subject to immediate interim withdrawal as outlined in Section V below.

3. Other appropriate personnel may be present and/or consulted. Parents, spouses, or any person who would be of support to the student may, with the consent of the Dean of Student Services, and of the student, participate in the informal meeting. At the meeting, the reasons for the College's concern regarding the student will be stated and the student will be given an opportunity to respond to these concerns.

4. If, after the meeting, the student is found not to fall within one of the four categories described in Section II.A., he or she will be so informed in writing by the Dean of Student Services and allowed to continue as a student.

## **B. WITHDRAWAL OPTIONS**

1. Voluntary Administrative Withdrawal: If after the informal meeting with the Dean of Student Services the student agrees to withdraw voluntarily from the College, regular withdrawal procedures will be followed. The student may be permitted to withdraw voluntarily without grades if, in the judgment of the Dean of Student

Services and the Academic Dean (after consultation with and approval by the student's instructors), the circumstances warrant such action.

In the case of a Voluntary Administrative Withdrawal, the College will determine what, if any, tuition and fees will be refunded to the student.

2. Involuntary Administrative Withdrawal: If, after the informal meeting, the Dean of Student Services decides that the student should withdraw from the College and only be permitted to re-enter the Institute with his or her approval, the student shall be involuntarily withdrawn from PNCA. The student will be informed in writing of this decision within five (5) school days of the informal meeting. The notification will also include the basis for the decision, the period of time during which the student is not permitted to re-enroll and the conditions under which the student can re-enroll. The Dean of Student Services may require behavioral evidence that the student is ready for reinstatement such as steady employment or satisfactory academic performance at another college. The Dean of Student Services may also require that the student be interviewed at the PNCA Counseling Center and/or examined by an outside professional chosen by the College. The student may be required to be in treatment as a condition for reinstatement, and his or her continued enrollment at PNCA may be based on compliance with a treatment program that is satisfactory to the College. In such cases the Dean of Student Services must be granted permission by the student to verify compliance with treatment programs.

In the case of an Involuntary Administrative Withdrawal, the College will determine what, if any tuition and fees will be refunded to the student.

## C. APPEAL

1. If the student fails to accept the involuntary administrative withdrawal the student shall notify the Dean of Student Services of such refusal within five (5) school days of receipt of the written decision.

If the student fails to notify the Dean of Student Services of such refusal within five (5) school days of receipt of the written decision, the student will be deemed to have waived his or her right to appeal the withdrawal decision.

2. The student may appeal in writing the withdrawal decision to the Provost, who will administer the appeals process. The Provost will review the written decision of the Dean of Student Services and any additional materials considered in the decision to involuntarily withdraw the student. The Provost will thereupon determine whether to hear the appeal personally or to appoint a hearing panel to hear the appeal. If the Provost opts to appoint a panel, the panel will consist of him- or herself (or his or her designee) and two staff members from outside the Dean of Student Services office. The panel shall review the withdrawal decision using the following criteria:

- a. Was the evidence reviewed by the Dean of Student Services sufficient to justify a determination?

- b. Was the determination in keeping with the gravity of the behavior?
  - c. Is there evidence that the Dean of Student Services acted in a capricious or prejudicial manner?
3. The Appeals Committee shall prepare a written decision containing findings and conclusions. Copies of the decision shall be furnished to the student and the Dean of Student Services. The decision of the Appeals Committee shall be final and conclusive and not subject to further appeal.

## **V. IMMEDIATE INTERIM WITHDRAWAL**

- A. An immediate interim withdrawal from the College and from Residence Life housing may be implemented if a student is found to be:
- 1. Causing serious physical harm to self or others
  - 2. Causing significant property damage
  - 3. Directly impeding lawful activities of others
  - 4. Is currently unable to participate in academic activities due to the presence of delusions, hallucinations, grossly disorganized or catatonic behavior, or incoherent speech.
  - 5. Has neglected to complete a required psychological or medical evaluation.

6. Has been determined to lack the capacity to participate in a meeting with the Dean of Student Services to discuss an administrative withdrawal.

B. A student subject to immediate interim withdrawal will be notified in writing and/or orally (depending on the urgency of the situation) then be given an opportunity to appear personally before the Dean of Student Services, or designee, within two (2) business days from the effective date of the immediate interim withdrawal, in order to review the following issues only:

1. The reliability of the information concerning the student's behavior
2. Whether or not the student's behavior poses a danger of causing imminent physical harm to the student or others or causing property damage, or directly impeding the lawful activities of others
3. Whether or not the student has completed or submitted an evaluation, in accordance with these standards and procedures as described in Section III
4. Whether or not the student has fulfilled the requirements for reinstatement outlined in the notification letter.

C. At the conclusion of this meeting, the Dean of Student Services will either uphold or cancel the immediate interim withdrawal. Regardless of whether the immediate interim withdrawal is upheld or cancelled, the involuntary administrative withdrawal process will proceed according to the steps that are outlined in this policy.

## VI. CONFIDENTIALITY

All information received and/or reviewed during the Involuntary Administrative Withdrawal process will be held in the strictest confidence and shall constitute the working papers of the Dean of Student Services rather than a component of the student's official academic file. Documentation and official letters of notice written by an agent of PNCA shall be considered a part of the student's file and not that of the academic file. An academic file will only disclose that the student is on leave for a designated amount of time.

As this policy is intended to protect the student who is the subject of these proceedings and the PNCA community as a whole, the Dean of Student Services may reasonably deviate from these guidelines to the extent indicated by the facts of the case or proceedings, unless significant prejudice to a student may result.

# SEXUAL HARASSMENT AND MISCONDUCT POLICY

Your health, safety, and well-being are the College's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, from the Portland Police by calling 911 or, during PNCA open hours when the sexual misconduct is occurring or may reasonably be expected to occur on campus property, by calling the Security phone at 503.841.2890.

During business hours (9am-5pm, Monday through Friday), you are also strongly urged to contact any of the following school as soon as reasonably possible to report any sexual misconduct you believe may have occurred:

Dean of Student Services: Michael Hall 503.821.8920 or mhall@pnca.edu

Assistant Director of Student Services: Rachael Allen 503.821.8925  
or rallen@pnca.edu

Associate Academic Dean: Tracey Cockrell 503.821.8960 or tcockrell@pnca.edu

PNCA's Title IX Coordinator is the Vice President for Finance and Administration: Nancy Barrows 503.821.8910 or nbarrows@pnca.edu).

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421--3481; fax: 202-453-6012; TDD: 877-521-2172; email: OCR@ed.gov; or on the web, at [www.ed.gov/ocr](http://www.ed.gov/ocr)).

# I. INTRODUCTION

## A. OVERVIEW AND PURPOSE

Sexual Misconduct, as defined by this Policy and Procedures for Student Sexual Misconduct Complaints comprises a broad range of behavior that will not be tolerated in the College's community of trust. For purposes of this policy, "Sexual Misconduct" includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse, each as more fully defined below. Sexual Misconduct violates College policy and federal civil rights law and may also be subject to criminal prosecution. The College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Creating a safe environment is the responsibility of all members of the College community.

As a recipient of federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities. (Title IX requires that the College have a statement of policy and procedure of handling complaints of Sexual Misconduct. This policy constitutes that requirement.) Sexual Misconduct, as defined in this policy, is a form of sex discrimination prohibited by Title IX. PNCA is committed to providing programs, activities and an educational environment free from sex discrimination.

The College also must provide due process to students accused of Sexual Misconduct. This policy is designed to provide a fair process for both parties while also ensuring a complainant's protections under Title IX. Consistent with due process, an accused student is presumed innocent until proven otherwise under this policy. The College is also required and committed to upholding the First Amendment of the United States Constitution. Nothing in this policy is intended to abridge the rights or freedoms guaranteed by the First Amendment.

## **B. DEFINITIONS**

“Clery Act” means the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime ‘Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46.

“College” means Pacific Northwest College of Art.

“Coordinator” means Title IX Coordinator.

“Deputy” means Deputy Title IX Coordinator(s) as appointed by the Title IX Coordinator.

“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of Effective

Consent previously given. In addition, certain states have designated a minimum age under which a person cannot give “Effective Consent,” which is 18 under Oregon State law.

“FERPA” means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

“Force” means physical force, violence, threat, intimidation or coercion.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol or other drug is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was Incapacitated. Because Incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is Incapacitated and therefore unable to give Effective Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this policy.

“Investigators” mean the individuals designated by the Title IX Coordinator or a Deputy Title IX Coordinator to conduct investigations of alleged Sexual Misconduct,

and to determine whether or not there is good cause to grant a hearing, all as more particularly described in Section 4, below.

“Non-Consensual Sexual Contact” means Sexual Contact that occurs without Effective Consent.

“Non-Consensual Sexual Intercourse” means Sexual Intercourse that occurs without Effective Consent.

“Non-College Conduct” means conduct that occurred other than on College -owned or leased property, at any College sanctioned function, at the permanent or temporary local residence of a College student, faculty member, employee, or visitor, or elsewhere in the City of Portland or Multnomah County.

“Sexual Contact” means the deliberate touching of a person’s intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person’s intimate parts.

“Sexual Exploitation” means taking sexual advantage of another person without Effective Consent, and includes, without limitation, causing or attempting to cause the Incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate

parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

“Sexual Harassment” means unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person’s College employment, academic performance or participation in College programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of sexual violence. In evaluating any complaint of Sexual Harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute Sexual Harassment. The conduct in question must be objectively intimidating, hostile or offensive and interfere with a person’s right to equally participate in programs and activities of the College. The exclusive purpose of this policy is to protect students from sex discrimination, consistent with both federal regulatory law and the requirements of the First Amendment to the United States Constitution.

“Sexual Intercourse” means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

“Sexual Misconduct” is a broad term encompassing “Sexual Exploitation,” “Sexual Harassment,” “Non-Consensual Sexual Contact,” and “Non-Consensual Sexual Intercourse,” as defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

“Sexual Misconduct Board” means the standing group of students, faculty and staff appointed by the Vice President to hear complaints of Sexual Misconduct.

“Vice President” means the Vice President of Finance and Administration and his or her designee.

“Vice President’s Office” means the Office of the Vice President of Finance and Administration.

## II. JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS

### A. JURISDICTION

1. Personal Jurisdiction: Any person may file a complaint of Sexual Misconduct against a “College student” under this policy. A “College student” means any student who is registered or enrolled at PNCA (a) at the time of the alleged Sexual Misconduct (including Sexual Misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student’s continued enrollment at the College), and (b) at the time that the Coordinator prepares and delivers to the Investigators a formal complaint against such student pursuant to Section III.B, below.

2. Geographic Jurisdiction: This policy applies to any allegation of Sexual Misconduct against a College student, regardless of where the alleged Sexual Misconduct occurred. Although there is no geographical limitation to invoking this policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. In addition, with respect to any complaint (a) by a person who is not a member of the College community, and (b) relating to Non-College Conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant processing the complaint.

## **B. TIMING OF COMPLAINTS AND AVAILABILITY OF PROCEDURES**

So long as there is personal jurisdiction over the accused student pursuant to Section II.A.I, above, there is no time limit to invoking this policy in responding to complaints of alleged Sexual Misconduct. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to enforce this policy.

Where the accused student is a degree candidate, it is the responsibility of the complainant to consult with the Coordinator concerning the accused student's intended date of graduation and to file a complaint in a timely manner where personal jurisdiction over the accused student would otherwise be lost pursuant to Section IIA.1, above. The conferral of a degree may be deferred until proper resolution of any Sexual Misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that may reasonably accommodate the parties and their witnesses.

### **C. RETALIATION**

It is a violation of College policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, “retaliation” includes intimidation, threats, harassment, and other adverse action threatened or taken against any such complainant or third party. Retaliation should be reported promptly to the Sexual Misconduct Board Chair and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.

### **D. OTHER RELATED MISCONDUCT**

In accordance with this policy, the Sexual Misconduct Board is empowered to hear allegations of, and to impose sanctions for, Sexual Misconduct and any violations of the College’s Code of Conduct directly related to the alleged Sexual Misconduct or any alleged violations of this policy. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the Coordinator’s directive(s) discussed in Section IIID, below, and/or other Code of Conduct violations that occurred in the course of the alleged Sexual Misconduct. It is not the practice of the University to pursue disciplinary action against a complainant or witness for his or her improper use of alcohol or drugs (e.g., underage drinking), provided that such student

is acting in good faith as a complainant or witness to the events of the alleged Sexual Misconduct.

College students who appear before the Sexual Misconduct Board, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the Code of Conduct.

#### **E. EFFECT OF CRIMINAL PROCEEDINGS**

Because Sexual Misconduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the complainant may not initially understand the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The complainant in such cases may request that the Title IX Coordinator identify a senior member of the College administration to assist the complainant in seeking

and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a complaint of Sexual Misconduct under this policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the College community, if necessary, as described in Section III.D, below.

### **III. THE PROCESS: INITIAL STEPS**

#### **A. INTAKE MEETING WITH COMPLAINANT**

Upon receipt of notice of any allegation of Sexual Misconduct, the Coordinator (or Deputy) will first schedule an individual intake meeting with the complainant in order to provide to the complainant a general understanding of this policy and to identify forms of support or immediate interventions available to the complainant. (Detailed information about sources of support and immediate interventions available to the complainant within the College and the local community is also available at the College's Student Service Office.) The intake meeting may also involve a discussion of any accommodations that may be appropriate concerning the complainant's academic, College housing, and/or College employment arrangements.

## **B. COMPLAINANT WISHES TO PURSUE FORMAL OR INFORMAL RESOLUTION**

At the initial intake meeting with the complainant, the Coordinator (or Deputy) will seek to determine how the complainant wishes to proceed, i.e., whether the complainant wishes to pursue Formal Resolution, Informal Resolution or does not wish to pursue resolution of any kind. If the complainant wishes to proceed with either Formal or Informal Resolution, the Coordinator (or Deputy) will determine the name of the accused student, and the date, location and nature of the alleged Sexual Misconduct, and will schedule an individual intake meeting with the accused student in order to provide to the accused student a general understanding of this policy and to identify forms of support or immediate interventions available to the accused student. If the complainant wishes to proceed with Formal Resolution, the Coordinator (or Deputy) will promptly prepare and forward a formal complaint to the Investigators for investigation, in accordance with Section IV.C, below. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged Sexual Misconduct.

If the complainant wishes to proceed with Informal Resolution, the Coordinator (or Deputy) will promptly refer the complainant to the Sexual Misconduct Board Chair to initiate Informal Resolution proceedings, in accordance with Section V, below.

### **C. COMPLAINANT DOES NOT WISH TO PURSUE RESOLUTION OR REQUESTS CONFIDENTIALITY**

If the complainant does not wish to pursue Formal or Informal Resolution and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information. The Coordinator (or Deputy) will inform the complainant, however, that the College's ability to respond may be limited. The Coordinator (or Deputy) may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct against the same accused student; and the accused student's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA. The Coordinator (or Deputy) will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student because the complainant insists on confidentiality or that the complaint not be resolved, the Coordinator (or Deputy) reserves the authority to undertake an appropriate inquiry, issue a "no--contact" order, and take other reasonably necessary measures, including the interim measures described in Section III.D, below.

## D. INTERIM MEASURES

In all complaints of alleged Sexual Misconduct, regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after the intake meeting, the Coordinator (or Deputy) may impose a “no--contact” order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Coordinator (or Deputy), also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing appropriate College officials to alter the students’ academic, College housing, and/ or College employment arrangements. When taking steps to separate the complainant and the accused student, the Coordinator (or Deputy) will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the complainant to continue in his or her academic, College housing, and/ or College employment arrangements. Violation(s) of the Coordinator’s (or Deputy’s) directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

## **IV. FORMAL RESOLUTION**

A complainant may elect to pursue a formal resolution, which involves a hearing before a panel of the Sexual Misconduct Board, as more particularly described in this Section. Such a hearing is also referred to as “Formal Resolution.”

### **A. THE SEXUAL MISCONDUCT BOARD**

The Sexual Misconduct Board (or the “Board”) is a standing group composed of students, faculty and staff appointed by the Coordinator, who also appoints the Board Chair. The Board Chair will ensure that all Board members receive annual training in their responsibilities that draws on professional and expert resources.

### **B. THE HEARING PANEL**

Formal Resolution involves a hearing before a panel (the “Panel”) of at least one College student, and at least two College faculty and/or staff who are members of the Board. The Board Chair will select the Panel and will either serve as the presiding chair or will appoint the presiding chair (or, if the Board Chair is unavailable or otherwise unable to serve, the Coordinator will select the Panel and a presiding chair).

### **C. INVESTIGATION**

When the complainant indicates a desire to pursue Formal Resolution, the Coordinator (or Deputy) will prepare and forward the complaint for an investigation by such

person or persons (the “Investigators”) designated by the Coordinator (or Deputy). The Investigators typically include a trained attorney and a mental health professional, both of whom have received annual training that draws on professional and expert resources. The Investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the accused student and each third-party witness (including expert witnesses, where applicable); visit and take photographs at each relevant site; and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence. The completed investigative report (the “Investigative Report”) includes, among other things, summaries of interviews with the complainant, the accused student and each third-party witness; summaries of interviews with expert witnesses, where applicable; photographs of the relevant site(s) and related logs; other photographic, electronic and forensic evidence; and a detailed written analysis of the events in question. A typical investigation will be completed within sixty (60) days, if not sooner. The Investigative Report will be distributed, concurrently, to both of the parties and to the Coordinator (or Deputy). If a hearing is held, the Board Chair and the Panel will also be provided with a copy of the Investigative Report.

#### **D. GRANTING/DENYING A HEARING**

The Investigators will determine whether or not there is good cause to grant a hearing. If the Investigators determine that a hearing should be granted, notice of that

determination will be delivered, concurrently, to both parties and to the Coordinator (or Deputy). The Investigators may specify which alleged violations of this policy (i.e., which type or types of Sexual Misconduct) and, if applicable, which other, related alleged misconduct (as described in Section II.D, above) will go forward for a hearing. Concurrently with the delivery of the Investigators' notice of the determination that a hearing should be granted, the Investigators may, where the alleged Sexual Misconduct is sufficiently serious in their reasonable discretion, cause a transcript hold to be placed on the accused student's transcript pending formal resolution of the complaint. A complainant whose request for a hearing is denied, and an accused student whose transcripts are subject to a hold, each may appeal that decision to the Coordinator, whose decision will be final.

#### **E. COMPLAINANT CHANGES ELECTION TO INFORMAL RESOLUTION; ACCUSED STUDENT ELECTS TO ACCEPT RESPONSIBILITY**

After reviewing the Investigative Report, the complainant may decide to elect Informal Resolution instead of Formal Resolution, by making such request to the Coordinator (or Deputy) prior to the hearing date. At any time prior to the hearing, the accused student may elect to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct. In such cases, the Board Chair will propose a resolution to the complaint and a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint is resolved without a hearing

and without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, a hearing before the Board will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.H.14 hereof.

For purposes of this sanction hearing, all of the other provisions of this Policy relating to the imposition of a sanction for Sexual Misconduct shall apply (including, for example, the provision for an Impact Statement, and the provisions governing the effective date of the sanction).

#### **F. NOTICE OF HEARING; CHALLENGES TO PANEL; DELIVERY OF NOTICE**

If a hearing is granted by the Investigators (or by the Coordinator, on appeal), the Board Chair will commence the Formal Resolution process by providing written notice to both parties (the “Notice of Hearing”) stating:

(1) the date, time, and place of the pre-hearing meeting at which preliminary matters will be discussed, as more fully addressed in Section IV.H.I, below; and (2) the names of the Board members selected to serve as the Panel. A party wishing to challenge the participation of any Panel member must notify the Board Chair, in writing, within ten (10) calendar days of receipt of the Notice of Hearing, stating the specific reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the Panel. The Chair will determine whether the challenge has merit and reserves discretion to make changes in the Panel

composition at any time. The Notice of Hearing will be delivered, at the Board Chair's discretion, by email or in person, and will be considered effective immediately upon receipt. The hearing will take place promptly following delivery of the Notice of Hearing. The parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Board Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the Investigative Report and any other available information, provided the absent party was duly notified of the scheduled hearing date, as outlined in this section.

## **G. ADVISORS TO THE PARTIES**

Both the complainant and the accused student may have advisors present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. The Board Chair will appoint to each party an advisor who has completed the training required by the College; however, a student may select may arrange for a secondary advisor of his or her choosing, including another student, but such secondary advisor may not be an attorney (see Section IV.H4, below, for a description of the role outside counsel may play during a hearing). The Board Chair may disallow a particular advisor in cases where such advisor might be a witness or where such advisor's presence, in the Board Chair's sole determination, would be obstructive to the process or for other good cause. An

advisor may not direct questions to the Panel or witnesses at the hearing, but may suggest questions in writing to the Panel and may consult with the student that he or she is assisting. The Board Chair will not allow an advisor's presence to inhibit the parties' sharing of information or the conduct of the hearing.

## H. HEARING PROCEDURES

1. Pre-Hearing Submissions. The parties will provide the Board Chair (or the Panel's presiding officer, hereinafter included within the term "Chair") with a list of witnesses they propose to call, and copies of documents and a description of any other information they propose to present at the hearing, on or before a date set by the Chair. Evidence of the complainant's past sexual history will not be permitted at the hearing unless it is relevant to the complaint. The Chair will provide each party with a copy of the list of witnesses, and identification or copies of documents or other information submitted by each party. In the absence of good cause, as determined by the Chair in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Chair by this deadline. The parties are also responsible for the attendance of their witnesses at the hearing.

2. Pre-Hearing Meeting and Determination of Complaint and Witnesses. The Chair will schedule a pre-hearing meeting prior to the hearing date. At the meeting, the Chair will review hearing procedures with the parties, separately or jointly, at the discretion of the Chair. The Chair will also review the complaint of alleged Sexual

Misconduct (and related misconduct, if applicable), and review the parties' respective lists of proposed witnesses to assist them in eliminating redundant information. The College reserves the right, through the Chair, (a) to add to or modify the alleged violations specified by the Investigators, pursuant to Section IV.D, above, at the pre-hearing meeting, and (b) to add witnesses to the witness lists at the pre-hearing meeting and/or at the hearing.

3. Pre-Hearing Discussion. Once a Board member has been named to a Panel, he or she may not publicly or privately discuss the merits of the complaint with anyone not involved in the proceedings, with the parties themselves, or with anyone acting on the behalf of the parties. The Chair will provide the panelists with a copy of the Notice of Hearing, the Investigative Report, and the list of witnesses submitted by the parties with an instruction to avoid any public or private discussion of the merits of the complaint.

4. Legal Counsel. Legal counsel may be present at the hearing on behalf of either party. Such counsel may privately consult with and advise the parties during the proceeding but may not examine witnesses or otherwise directly participate on behalf of either party.

5. Panel's Counsel. The Chair and Panel may seek advice from the College's Counsel throughout the hearing process on questions of law and procedure; however, factual determinations are the domain of the Panel.

6. Conduct of the Hearing. The hearing will not follow a courtroom model, and formal rules of evidence will not be observed. Accordingly, for example, the parties may elect to rely upon the statements of witnesses contained in the Investigative Report if such witnesses are unavailable to attend the hearing. The Chair will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The parties are responsible for ensuring that their proposed witnesses are present. Members of the Panel will review in advance of the hearing all the written materials provided to them by the Chair in accordance with Section IV.H.I, above. The parties will have received or been provided the opportunity to review and copy these materials during earlier stages of the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the Investigative Report or in other written materials. Only the Chair and the Panel may question the individual parties and any witnesses, unless permission is granted by the Chair to modify the questioning process. Either party or their advisors may ask the Chair to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Chair. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Chair is empowered to disallow or reframe any questions that are irrelevant or redundant. After all witnesses have been questioned, each party may make a closing statement and request a short recess to prepare it.

If the Panel determines that unresolved issues exist that would be clarified by the presentation of additional information, the Chair may suspend the hearing and reconvene it in a timely manner to receive such additional information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting.

7. Testimony or Participation by the Accused. The accused student has the option not to testify; however, the exercise of that option will not preclude the Panel from proceeding and determining the complaint on the basis of the Investigative Report and other available information. In addition, as indicated in Section IV.F, above, if the accused student fails to appear at the hearing, after being duly notified of its place and time, the Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the Investigative Report and other available information.

8. Testimony by Closed-Circuit Technology. Upon timely request by a party or witness, the College may be able to provide for testimony by closed-circuit technology in appropriate circumstances, including where parties or witnesses are otherwise unable to participate in the hearing. The availability of testimony by closed-circuit technology will be at the sole discretion of the Chair.

9. Recording. The Chair will arrange for the hearing to be recorded and may arrange for the preparation of any transcript of the recording that he or she deems appropriate or which a party requests (upon prompt payment by the requester of the transcription fee). Such recording will be arranged through the Coordinator's office.

10. Standard of Proof. The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this policy. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused student violated this policy. In the context of a hearing hereunder, the accused student will be found to be responsible for the alleged Sexual Misconduct if the Panel, by a unanimous vote, concludes that such Sexual Misconduct more likely than not occurred based upon careful review of all information presented. In making its determination, the Panel shall carefully consider all of the evidence presented and follow the procedures stated in this policy in order to ensure as fair a hearing as possible for all parties.

11. Impact Statement. If the Panel determines that the accused student is responsible for Sexual Misconduct, i.e., that the Sexual Misconduct more likely than not occurred, the complainant may present the Panel with a statement recommending a sanction (the "Impact Statement"). The responsible student will be provided an opportunity to respond to the Impact Statement. The Panel is not bound by these

statements in determining a sanction. Witnesses other than the parties normally are not permitted at the Impact Statement phase of the hearing; however, the Chair reserves discretion to permit the presence of other persons.

12. Sanction. The Panel is required to consider suspending or expelling any student found responsible for Sexual Misconduct; however, the Panel may impose any sanction that it finds to be fair and proportionate to the violation. In determining an appropriate sanction, the Panel may consider any record of past violations of the Code of Conduct, as well as the nature and severity of such past violation(s). The Panel will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the College community. The sanction decision will be made by the Panel by majority vote. Any sanction imposed will be explained or supported in the written decision of the Panel.

13. Decision. The decision of the Panel, including the sanction, if applicable, will be announced to both parties, concurrently, by the Chair at the conclusion of the hearing. In addition, the Chair will provide a copy of the Final Outcome Letter described in Section 17, below, to both parties, concurrently, and to the Coordinator, within ten (10) calendar days following the conclusion of the hearing (or such longer time as the Chair may for good cause determine).

14. Appeals. Neither party may appeal the Panel's decision, however a senior College administrator may be asked to review the process to assure that it has been conducted in compliance with this policy. In such cases, the senior College administrator will respond in writing within fourteen (14) calendar days of the date of the Panel's decision.

15. Effective Date of Sanction. Sanctions imposed by the Panel are not effective until the resolution of any request to review the process as described in IV.H.14, above. However, if advisable to protect the welfare of the complainant or the University community, the Panel may determine that any probation, suspension, or expulsion be effective immediately and continue in effect until such time as the Coordinator may otherwise determine. The Coordinator may suspend the determination pending exhaustion of any review as described in IV.H.14, above, and may allow the accused student to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the Coordinator. The Coordinator's decision may not be appealed.

16. Transcript Notation in Cases of Suspension or Expulsion. If the Panel imposes a sanction of suspension or expulsion, then, following exhaustion of any review as described in IV.H.14, above, the Board Chair will notify the College Registrar to place a notation on the student's transcript reading "Disciplinary Suspension" or "Disciplinary Expulsion," as the case may be.

17. Privacy of the Hearing Process; Final Outcome Letter. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the Investigative Report, the Notice of Hearing, and the pre-hearing submissions referenced in Section IV.H.I, above), documents, testimony, or other information introduced at the hearing, and any transcript of the hearing itself, may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

In addition to complying with Title IX and FERPA, the College is required to comply with the federal Clery Act. Under the Clery Act, both the complainant and the accused student must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the Panel will issue a written decision letter (the “Final Outcome Letter”), concurrently to both the accused student and the complainant. The Final Outcome Letter will set forth, as required by the Clery Act, the name of the accused student; the violation(s) of this policy for which the accused student was found responsible, if any; any essential findings supporting the Panel’s decision on the issue of responsibility; and the sanction imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Outcome Letter by either the complainant or the accused student. The College acknowledges that

sharing the Final Outcome Letter with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or victims, may be a critically important part of a student's healing process.

## **V. INFORMAL RESOLUTION**

A complainant who wishes to file a formal complaint with the Coordinator's Office but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as "Informal Resolution," as more particularly described in this Section. Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The accused student is expected to attend the Informal Resolution proceeding, but is not required to participate.

### **A. PURPOSE OF INFORMAL RESOLUTION.**

Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by, a presiding officer, as described in Section V.B, below, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond.

## **B. ADVISORS; PRESIDING OFFICER**

The complainant and the accused student each may bring an advisor to the Informal Resolution. Advisors are assigned and subject to the same restrictions set forth for advisors in Formal Resolution, outlined above. The Board Chair or a designee of the Chair will preside over the Informal Resolution, and may elect to be assisted by another member of the Board or senior administrator of the College.

## **C. INFORMAL RESOLUTION WHERE ACCUSED STUDENT ACKNOWLEDGES RESPONSIBILITY**

If, during the course of the Informal Resolution, the accused student elects to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct, the Informal Resolution will be concluded and the Board Chair will propose a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint will be resolved without any further rights of administrative review by either party. If either the complainant or the accused student objects to such proposed sanction, a hearing before the Board will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.H.14 hereof. For purposes of this sanction hearing, all of the other provisions of this policy relating to the imposition of a sanction for Sexual Misconduct shall apply (including, for example, the provision for an Impact Statement, and the provisions governing the effective date of the sanction).

#### **D. INFORMAL RESOLUTION WHERE ACCUSED STUDENT CONTESTS RESPONSIBILITY**

If the accused student contests the complaint of alleged Sexual Misconduct, the Coordinator (or Deputy) may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.

#### **E. ELECTION OF FORMAL RESOLUTION**

The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

#### **F. PRIVACY OF INFORMAL RESOLUTION**

In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

## VI. AMENDMENTS

This Policy may be amended, in writing, by the President or the President's designee at any time.

## CONSENSUAL RELATIONSHIPS

Romantic or sexual relationships between a faculty member and a student or between a supervisor and a person under his or her supervision create situations that may lead to sexual harassment, conflicts of interest and favoritism. Therefore, PNCA strongly discourages consensual relationships between supervisors and subordinates, faculty and students and advisor and students. Failure to report such consensual relationships and to cooperate in making alternative arrangements may result in disciplinary action up to and including termination or expulsion. This policy is not intended to discourage the interaction of faculty and students and supervisors and employees where it is appropriate and ethical.

If a romantic or sexual relationship exists or develops between a faculty member and a student enrolled in the faculty member's course, the faculty member must disclose the relationship's existence to an immediate supervisor and cooperate in making alternative arrangements for the supervision, teaching, grading, or advising of the student and/or student employee.

Supervisors must disclose a romantic or sexual relationship that exists or develops between the supervisor and an employee under his or her supervision to an immediate supervisor and cooperate in making alternative arrangements for the supervision of the employee. The supervisor and employee or faculty member and student involved must understand appropriate behavior for the classroom and/or workplace. In the event that a complaint of sexual harassment or sexual misconduct is brought by either party regarding the relationship, there will be no presumption by PNCA that the relationship was consensual in nature.

Behaviors that include inappropriate displays of affection are prohibited on campus and may result in disciplinary action. Inappropriate displays of affection include, but are not limited to, unwarranted comments of a sexual nature and any deliberate physical contact that might cause humiliation or intimidation to other students, faculty or staff members.

## RETALIATION

A faculty member, staff member or student who retaliates in any way against an individual who has brought a complaint in good faith pursuant to this policy or an individual who has participated in good faith in an investigation of such a complaint is subject to disciplinary action up to and including termination or expulsion.

## CONFIDENTIALITY

PNCA will endeavor to maintain confidentiality to the extent permitted by law. Where the complainant's desire to maintain anonymity may constrain attempts to establish facts and eliminate the potential harassment, PNCA attempts to find the right balance between the complainant's desire for confidentiality with the responsibility of PNCA to provide an environment free of sexual harassment. However, PNCA may take more formal action to ensure an environment free of sexual harassment or sexual misconduct.

# OPTIONS TO ADDRESS COMPLAINTS

PNCA provides informal and formal complaint procedures that students and employees may use to address complaints and may have an individual of their choice assist them with the process. The informal process described in this policy may be used as a prelude to filing a formal complaint, or as an alternative. It is not necessary that the informal option be used. Anyone who believes that he or she has been subjected to sexual harassment may immediately file a formal complaint by following the procedures outlined in this policy.

# DRUG AND ALCOHOL POLICY

PNCA seeks to promote a healthy lifestyle for its students that enhances their capacity to learn, create, and produce works of art of the highest quality. To this end, the College encourages alternatives to the use of chemical substances for social and recreational purposes. PNCA does not permit the use, manufacture or sale of illegal drugs on campus, or as any part of any official college business or activity held off of the College premises. The consumption of alcohol in moderate amounts is allowed only at certain expressly authorized College functions and only by students who are of legal drinking age (21 years or older). Without authorization by the College one may serve no alcoholic beverages on campus or as part of any official College business activity held away from the College premises.

Students may request alcohol service for beer or wine only at a College event by using the Beer and Wine Service Request Form, available from the Director of Facilities and Security. The student(s) requesting service of alcohol at an event will be notified regarding authorization of alcohol service. The Beer and Wine Service Request Form should be initiated at least a week prior to the event in order to get all necessary authorizations in time. All PNCA events will be in compliance with Oregon Liquor Control Commission rules and regulations.

# STUDENT GRIEVANCE RESOLUTION POLICY

PNCA is committed to effective resolution of student problems through an efficient, fair and systematic procedure. This process is to be used when a student feels that decisions, differences, misunderstandings, or problems that have arisen with faculty, staff, administrators, or other students have adversely affected him or her. In some cases, the Student Grievance Resolution procedure may be used as an alternative to the Student Conduct Code if the student with the grievance so chooses.

No student will be penalized in any way for attempting to resolve problems in good faith through this procedure. In initiating and pursuing a grievance resolution, a student is obligated to proceed in candor and good faith at all times and may not initiate or pursue a grievance resolution for abusive or obstructionist purposes. In addition, this policy in no way usurps administrative judgment or decisions of the Student Conduct Board, but instead serves to focus and facilitate the decision-making process.

The purpose of PNCA's grievance resolution policy and procedure is to resolve student grievances in a manner that allows constructive relationships to be maintained across the institution while assuring that any violation of school policy or perception of harassment or discrimination does not re-occur. The policy is designed to provide an environment that responds promptly and with sensitivity to the needs of victims, respects the rights of the accused, and addresses the concerns of the community.

All grievance records are confidential in nature and will be treated accordingly. Records will be stored in the Dean of Student Services Office. Since this procedure is not a judicial process, the presence of legal counsel for any party to the grievance at any meeting is prohibited.

## PROCEDURE

### INFORMAL CONSULTATION

Any student with a PNCA-related problem within a year's time involving academic or administrative policy, procedure, decision or conduct should make an attempt in good faith to resolve the problem through one or more discussions about that problem with the person or persons most directly involved. The student with the grievance may choose to enlist the assistance of another member of the campus community (e.g., a member of the faculty or a fellow student) to help mediate the problem. If the problem cannot be resolved in this most direct way, the student should then seek the assistance of the administrator most directly involved. If the problem is still not resolved to the satisfaction of the student with the grievance after discussion at these informal levels, she or he may proceed to the Inquiry and Ruling step of this procedure.

## **INQUIRY AND RULING**

If the problem is still unresolved and is not susceptible to resolution through informal consultation, the student may present the situation in writing to a campus Grievance Officer charged by the President, the Dean of Student Services or Academic Dean, with investigation and resolution of student grievances. The Grievance Officer shall be an administrator or member of the faculty. The meeting with the Grievance Officer requires a complete presentation of the problem by the student, including all available evidence supporting the complaint. As in the Informal Consultation step, the student may enlist the assistance of another member of the campus community. Following this presentation, the Grievance Officer will investigate the complaint to determine whether the problem is legitimately subject to the grievance procedure and will inform the student of that decision within 10 working days. If the problem is determined to be subject to the grievance procedure by the Grievance Officer, she or he will further investigate by gathering additional information from appropriate members of the campus community and will issue a decision within 10 working days (unless there are extenuating circumstance that do not permit such a timely decision, in which case the student will be advised when a decision may be expected).

## **STAY OF ACTION**

Disputes sometimes arise in circumstances in which action is to be taken which, if taken prior to the completion of the grievance resolution procedure, would cause

irrevocable change. Suspension from classes is an example of such action. In such cases, taking the action would render the grievance resolution procedure futile, even if the ultimate decision was in favor of the student with the grievance.

Where there is sufficient basis for a potentially valid grievance, it may be appropriate to stay any action being taken until the grievance procedure is completed. The student with the grievance who feels that an action to be taken should be stayed until the completion of the grievance procedure must raise this request at the inquiry and ruling step. The Grievance Officer, after investigation, may determine that a stay of action is appropriate until the grievance is resolved and, if so, will so order.

# HEALTH POLICY

If you have a serious health problem such as epilepsy, diabetes, mental illness or a communicable disease (e.g. hepatitis), you are encouraged to report it in a letter to the Dean of Student Services.

The information will be kept in confidential files in the Dean of Student Service's Office and Campus Security, and will be used only in the case of an emergency (e.g., insulin shock, seizures, etc.) and only by those who need this knowledge in order to correctly respond to the emergency. You are encouraged, but not required, to confide any history of drug or alcohol addiction so that you may have the full support and understanding from faculty and administration.

# AIDS POLICY

PNCA does not consider the existence of any form of HIV infection when making decisions related to student admission or hiring, advancement, promotion or tenure, except as it affects the individual's ability to perform his or her duties. Community members with any form of HIV infection, whether symptomatic or not, are allowed regular access to studios, classrooms, and other common areas. Students and faculty allowed classroom attendance in an unrestricted manner as long as they are physically and mentally able to attend class.

People with AIDS (and possibly those with other manifestations of HIV infection) are considered to be disabled persons and are eligible for accommodations under the Americans with Disabilities Act (ADA). PNCA follows the safety guidelines proposed by the United States Public Health Service for the handling of the blood and body fluids of all persons, not just those previously known to have HIV infection.

# USE OF THE COLLEGE NAME

PNCA branding must be reflected in all institutionally affiliated materials in every application (print and digital formats). Materials are defined as institutionally affiliated based on content, purpose, support and/or visibility. For example, any of the following would be considered affiliated: if the materials describe institutional programs or events, if they are used to promote the College or a part of the College, if the materials are used for an event or program that is supported by PNCA, if they are part of a PNCA program or if they are intended for audiences beyond the internal PNCA community. The Department of Communications and Public Programs' (CPP) role is to oversee and facilitate the implementation of the branding – it is critical that all materials with PNCA branding are reviewed and approved by CPP to maintain a level of quality and consistency. If you have questions or need tools such as templates, fonts, vector logos or access to the image database, please contact CPP.

# ABOUT THE PNCA WORD MARK

The importance of our word mark cannot be overstated. As the primary identifier for our brand, it ensures that our communications are recognized and carries with it the reputation of the College. Because of this, it is essential that the word mark is consistently and conscientiously represented.

**PNCA**  
Pacific Northwest College of Art

# TUITION AND FEES

Students are responsible for payment of all tuition and fees legitimately charged to their student accounts. The last day to make or arrange payment for Fall Semester is Monday, August 29, 2011. The last day to make or arrange payment for Spring Semester is Tuesday, January 17, 2012.

## 2011–2012 TUITION AND FEES

### FULL-TIME (12–18 CREDIT HOURS)

#### Tuition Per Semester:

Incoming 11–12 students:	\$14,220
Continuing 10–11 students:	\$13,720
Continuing 09–10 students:	\$12,535
Continuing 08–09 students:	\$11,740
Continuing 07–08 students:	\$11,365
Department resource fee:	\$491
Student activity fee:	\$55
Health insurance**	\$599

### OVER 18 CREDIT HOURS

#### Tuition Per Credit Hour Over 18:

Incoming 11–12 students:	\$1,116
Continuing 10–11 students:	\$1,077
Continuing 09–10 students:	\$984
Continuing 08–09 students:	\$922
Continuing 07–08 students:	\$892
Department Resource Fees:	\$583

## OVER 18 CREDIT HOURS

### Tuition Per Credit Hour:

Incoming 11–12 students:	\$1,185
Continuing 10–11 students:	\$1,143
Continuing 09–10 students:	\$1,043
Continuing 08–09 students:	\$978
Continuing 07–08 students:	\$947
Department Resource Fees:	\$42 per credit hour
Student Activity Fee:	\$27.50

\*\* Health insurance is required for all students taking 6 or more credits who do not already have health insurance. This fee is waived upon proof of current health coverage. The Health Insurance Waiver Form must be renewed each semester. Students taking less than six credits may purchase the College's student health insurance if desired. Health Insurance Waivers may be obtained online at, [www.pnca.edu/waiver/HI\\_Waiver\\_FA11.pdf](http://www.pnca.edu/waiver/HI_Waiver_FA11.pdf) or in the Bursar's Office, room 136.

## ADDITIONAL FEES:

Studio rental, per semester: (Intermediate painting and senior studios)	\$333
Studio damage charge: (If studio is not left clean/in good condition)	\$150
Late registration:	\$25
Locker rental, per semester:	\$10
Audit Fees (per credit hour):	\$520

## PNCA STUDENT HOUSING

### FURNISHED TWO-BEDROOM APARTMENT

Per Academic Year:

Single bedroom (two students per apartment):	\$8,350
Shared bedroom (four students per apartment):	\$4,374
Cleaning fee (non-refundable):	\$150

## BILLING STATEMENT

The College will maintain records, process payments and mail a monthly statement of all accounts with a balance due. It is the responsibility of the Student to ensure all credits and/or adjustments have been correctly applied. It is the responsibility of the Student to ensure that the College has a current billing address on file. Students with a balance in excess of \$1,000 will have their registrations put on hold. An exception will be made for students on a payment plan who are current with their payments.

No refund will be made for students withdrawing after the eighth week of class. Refunds apply to tuition only, fees are not refundable. Tuition and fees are not transferable to another semester, nor will PNCA reduce tuition due to absence from class, regardless of reason.

If a student withdraws, all institutional aid (grants and scholarships awarded by PNCA) will be removed in full from the student's account. Furthermore, federal law requires PNCA to return all or part of a student's Title IV aid to its source. In order to officially withdraw from PNCA, students must complete a withdrawal form, available in the Registration Office. Only students who have officially withdrawn from the college will receive a refund of tuition charges, if applicable. Students should also be aware that they may owe a balance to the College if they officially withdraw from all classes.

## PAYMENT IN FULL

Payment for current semester charges, less any certified loans and/or accepted grants and scholarships, is due in full prior to the start of class. PNCA accepts the following forms of payment: cash, check or credit card (Visa, Master Card, or Discover).

Failure to receive anticipated financial aid does not excuse the student's financial obligation to make payment in full of the amount due the College. Students with an outstanding balance must contact the Bursar's Office for information on how to settle their account. Any outstanding balance will result in a hold on student grades, transcripts and diploma. Students with a balance in excess of \$1,000 will not be allowed to register (an exception can be made for students on a payment plan who are current with their payments). Past-due accounts are subject to monthly 1% finance charge.

## PAYMENT PLAN

Students have the option of paying for each semester in up to six monthly installments. The first installment for fall semester may be made as early as July, but must be received no later than the start of classes. Subsequent payments are due on the first of each month. This payment arrangement must be made with and approved by the Bursar's Office. Accounts must be paid in full by December 31 (Fall Semester) or May 31 (Spring Semester). The payment plan is interest-free but is

subject to a \$25 per semester processing fee. Late payments are subject to a \$10 late fee for each month past due. Unpaid payment plan balances are subject to a monthly 1% finance charge.

## WITHDRAW AND REFUND POLICY

In order to withdraw from PNCA, students must submit a completed withdrawal form to the Registrar. Students may withdraw from all coursework through the eighth week of the Semester and receive a grade of “W” on their transcript. After the eighth week, the recorded grades will be “F”, except in unusual circumstances. Students who officially withdraw from all classes during a semester may be eligible for a partial refund of tuition charges, calculated as follows:

Before the First Week:	100% of Tuition
During the First Week	90% of Tuition
Second Week	80% of Tuition
Third Week	70% of Tuition
Fourth Week	60% of Tuition
Fifth Week	50% of Tuition
Sixth Week	40% of Tuition
Seventh Week	30% of Tuition
Eighth Week	20% of Tuition

No refund will be made for students withdrawing after the eighth week of class. Refunds apply to tuition only, fees are not refundable. Tuition and fees are not transferable to another semester. PNCA will not reduce tuition due to absence from

class, regardless of reason. If a student withdraws, all institutional aid (grants and scholarships awarded by PNCA) will be removed in full from the student's account. Federal law requires PNCA to return all or part of a student's Title IV aid to its source. Only students who have submitted a Withdrawal Form to the Registrar will receive a refund of tuition charges, if applicable. Students should be aware that they may owe a balance to the College if they withdraw from all classes.

## COLLECTIONS

If the College refers a delinquent account to a collection agency or an attorney, these costs, plus administrative expenses associated with the collection effort including court costs, will be due and payable by the student. In this instance the account will not be held by the College and the student will have to direct all inquiries and payments to the collection agency. The College will continue to withhold all diplomas and academic transcripts from any student until such time as the debt is absolved. Please be aware that maintaining a current account is the personal responsibility of the student. Without exception collections action will be taken against the student, not a parent or other party.

# ACADEMIC POLICIES

## ADVISING

### ACADEMIC ADVISING

The Academic Advising Office seeks to guide students through PNCA's academic policies and curriculum requirements in as clear and simple a manner as possible. Each student should meet with the Academic Advisor at least once each semester. The advisor's role is to assist students in selecting appropriate classes, creating a graduation plan, monitoring their progress toward degree completion, and counseling about educational options. It is ultimately a student's responsibility to be aware of College policy, decide a course of action and register for classes.

### DEVELOPMENTAL ADVISING

Each student is assigned a developmental advisor. A developmental advisor is a faculty member who will meet with each student every term to assist with a variety of academic and college-life issues. Your advisor will help you select a major or help you better understand the structure and experiences within your major. Faculty advisors will also help you establish educational and career goals and encourage you to make use of campus and community resources.

### DEPARTMENT CHAIRS

Students can contact their Department Chair for advice and guidance about their major and about their experiences in their department. Each academic department of the College has a Department Chair who oversees the curricular, student and

facilities functions of their department. Department Chairs assist students in their respective majors with questions and concerns about classes, faculty, internships, events and other departmental issues. A list of the Department Chairs, their contact information and their office hours is posted at the Reception Desk.

### **ADDITIONAL ADVISING RESOURCES**

The College Catalog is available on-line at the PNCA Web-site. The Catalog is where students can access course requirements and academic policies. This PNCA Student Handbook explains the policies in greater detail. For students in their senior year, the Thesis Handbook contains policies for thesis candidates.

# ENROLLMENT

## REGISTERING FOR CLASSES

Registration takes place online in Self-Service <https://reg.pnca.edu> each semester at the times listed in the Academic calendar, which can be found on the Registration Homeroom site. Registration is available for returning students before the end of the previous semester. By registering for classes, students are agreeing to pay in full all tuition and fees associated with their schedule, whether or not they attend class. A late registration fee of \$25 will be charged for registrations after the start of classes.

## ENROLLMENT STATUS

Admitted students may enroll on a full-time (minimum of 12 credit hours) or part-time (fewer than 12 credit hours) basis. Classes taken concurrently at other schools do not count as part of PNCA enrollment status. If a student drops down to part-time status their financial aid award will be adjusted.

## DROP/ADD

Students may drop or add courses during the first two weeks of the semester through the Self-Service online Registration system. After week two of the semester your schedule is firm and the student may not add or drop any class without penalty. Dropping below the full-time enrollment requirement of 12 credits may adversely affect your financial aid eligibility and your progress towards your degree. No notation will appear on your transcript for classes dropped during the Drop/Add period.

## SPECIAL CIRCUMSTANCE WITHDRAWAL

In the case of a personal emergency, a Special Circumstance Withdrawal for a course may be petitioned for, which are granted on a case-by-case basis. The Special Circumstance Withdrawal is only granted in the case of a dramatic and extenuating experience (such as sudden illness or death in the immediate family) that is unexpected, disabling and outside the control of the student. Such a request would be made in writing to the Academic Dean. Students will be asked to provide documentation of this emergency, such as a signed verification form from a medical provider. Please see Michael Hall, Dean of Student Services, for Special Circumstance guidelines. This set of guidelines will help you decide whether or not you qualify for this type of withdrawal request, and will help you construct your petition if you do qualify.

## WITHDRAWING FROM A CLASS

After the Drop/Add period, consider your schedule set and that you are financially and academically responsible for all classes appearing on your schedule. However, you may still withdraw from a class through the eighth week of the semester, but there will be no refund of tuition or fees after the second week of the term. Students may withdraw from a class by completing a class withdrawal form from the Registration Office. The Letter “W” will appear on your transcript in place of a grade for the

course. The “W” will not be calculated in your GPA. Students should consider carefully before withdrawing from a class and should meet with a Department Chair and/or Academic Advisor and Financial Aid office before withdrawing. Course withdrawals may affect financial aid eligibility (See Satisfactory Progress and Progress toward degree). After the eighth week of classes students may not withdraw from any class, and must complete the class or the grade will be an “F.” If a student stops attending a class, but fails to formally withdraw, he or she will receive an “F” automatically. Be certain that you have contacted the Registration Office and taken care of the paperwork for any schedule change that you wish to make.

## LEAVE OF ABSENCE

Students may take a leave of absence for up to two years and return without re-applying, and retain the degree requirements of the time of initial enrollment. If a student wishes to take a leave of absence, he or she should inform the Registrar in writing before the semester in which the leave is to begin.

## CREDITS

PNCA is on a semester-credit system. One semester-credit represents three hours of work per week for 15 weeks. Each lecture hour of class in Liberal Arts and Science requires a minimum of two hours preparation.

## WITHDRAWING FROM THE COLLEGE DURING THE SEMESTER

Students may withdraw from all classes in the BFA program through the eighth week of the semester with grades of “W” recorded on the transcript. After the eighth week, if a student does not attend classes any longer, the grades will be “F” except in special circumstances. Tuition and fees are not transferable to another semester. Students who officially withdraw from all classes during a semester may be eligible for a refund of tuition charges. In order to officially withdraw from PNCA, students must complete a Withdrawal Form, available in the Registration Office, and obtain all of the required signatures. Failure to properly complete and submit the form will result in an unofficial withdrawal; only students who have officially withdrawn from the school will receive a refund, if eligible. Please read the Payment and Refund Policy (located in this handbook) for more information. If you are withdrawing because of an emergency, you may make a written request to the Academic Dean for withdrawal due to special circumstances. Such requests are granted on a case-by-case basis. You may be asked to provide documentation, such as a signed verification of illness from a doctor.

## SPECIAL INFORMATION FOR BFA TRANSFER STUDENTS

Students with previous college credits are welcome and valued members of the educational community at PNCA. Transfer students bring to the College a diversity of ideas, experiences and expertise that stimulate both creativity and growth in the classroom.

PNCA offers a comprehensive and demanding program of sequential classes that lead to a BFA degree in the following majors: Painting, Sculpture, Communication Design, Illustration, Photography, Printmaking, Contemporary Animated Arts, General Fine Arts, and Intermedia. Much of a student's success in this program is based on the completion of PNCA's Foundation Year prior to study within a specified major. Transfer students admitted to the College at an advanced level (beyond Foundation Year) must have taken courses and earned credit that reflect a Foundation-level experience similar to our program as outlined in the Catalog. It is the school's intention to accept Foundation-level experience earned from colleges with programs that vary from PNCA's. This sometimes means that credit earned in those programs may not be equivalent to what is required at PNCA. In such cases, required courses may be waived with credit hours added to electives following transcript evaluation by the Academic Advising Office. Courses can be waived, but credit cannot. For example, PNCA requires three credits of Foundation 3-D Design, where many schools require two credits. We will accept those two credits as fulfilling our requirement, and waive the remaining course requirement, adding the remaining credit hours to studio electives.

## **BFA TRANSFER CREDIT**

PNCA will accept credit from any academically-accredited two-year or four-year institution. There is no time limit on the transfer of credits. The College may, on a case-by-case basis, accept credits from an institution that is a candidate for accreditation or an institution accredited under the category of trade school. Only credits earned with a grade of C or better will be considered for transfer. PNCA's requirements for a BFA degree include a minimum of 45 required and elective semester-credits in the area of Liberal Arts, Sciences, Mathematics, and Art History. All or part of these credits may be transferred from another institution. To transfer, course work must be relevant to PNCA's degree requirements. Please read the on-line catalog for course descriptions and more information about these requirements. Examples of relevant areas of Liberal Arts and Sciences study include:

Humanities: Upper Division coursework in General Humanities, Literature, Philosophy, Speech, Religious Studies, Journalism.

Social Sciences: Sociology, Psychology, Anthropology, Archeology, History, Cultural or Economic Geography, Political Science, Economics, Women's Studies, Philosophy.

Natural Sciences: Biology, Botany, Chemistry, Geology, Physics, Zoology, Atmospheric Sciences, Biochemistry, Biophysics, Geography, Microbiology, Entomology.

## TO FULFILL REQUIREMENTS FOR UPPER DIVISION

Liberal Arts and Science, transfer credits should be at the 300 (Junior) level or above. Students who enter with a previous degree from an accredited four-year college are assumed to have fulfilled the Liberal Arts, Science and Mathematics requirements. This does not include the Art History sequence. Art History transfer credits only apply to comparable Art History requirements at PNCA; they do not count toward general Liberal Arts. Because they are not required by PNCA's curriculum, Physical Education, Computer Sciences, Engineering and Applied Sciences, Business Administration and other similar areas of study are not transferable toward PNCA's BFA degree. PNCA's BFA degree requirements include a minimum of 75 required and elective credits in studio art. Students seeking advanced placement or course waivers should read carefully, and be familiar with, the sequence and description of studio art classes required by their major. Comparing course descriptions is a major part of credit transfer. For credit to transfer, courses previously taken must relate, in content and depth, to courses described in PNCA's current catalog. PNCA credits are earned on a semester basis. A quarter credit is worth  $\frac{2}{3}$  of a semester credit earned. Regardless of the amount of credit earned, a transfer student must complete a minimum of two years (48 credits) at PNCA to receive a BFA degree from the College. Credits earned at another college are not transferred until the Registrar receives an official transcript.

## CHALLENGE TO PLACEMENT

Students may challenge placement in a class if they feel their skill level is inappropriate for the level of the class. A challenge to placement must be brought by the student to the Department Chair responsible for that course, and be reviewed by that Department Chair. Such a challenge to placement must be made prior to the second week of the semester, the Add/Drop deadline for classes. The student may challenge placement prior to the beginning of the semester of the student's original enrollment semester. Foundation students wishing to challenge placement can find the procedure on the Foundation HomeRoom site.

### MATH CHALLENGE EXAM

A student may take the math challenge exam in an attempt to earn a waiver for one semester of Math. Although the course may be waived, the credit must still be earned by replacing the math course with a 200–300 level Liberal Arts course of your choice. Contact the Foundation Department Chair for more information.

### DIGITAL PLACEMENT EXAM

If you have significant experience with digital design and media, you may consider challenging Visual Elements: Digital Tools. Log on to [www.pnca.edu/digexam](http://www.pnca.edu/digexam) and you can follow the directions on that page. For more information, contact the Foundation Chair.

# ACADEMIC STANDARDS

## ATTENDANCE

The College expects students to attend all scheduled classes. The instructor has the right to lower the grade for absences. Refer to the course syllabus for attendance policies and procedures. If you must miss classes due to illness or extenuating circumstances, be sure to discuss the assignments you have missed with your instructors to determine whether the work can be made up.

## COURSE WAIVER

PNCA may grant a course waiver for one of the following reasons:

- (1) The student can demonstrate, by portfolio or examination, a level of competence equivalent to what is expected for the course to be waived.
- (2) The range of the student's other accomplishments indicates an ability to quickly master the course material. This is decided on a case-by case basis.

A course waiver does not alter credit requirements. The credit will need to be completed by taking a course within the same category (Studio, Liberal Arts or Art History) equivalent to the same number of credits as the waived course. A course waiver requires Department Chair approval. See the Academic Advisor for more information.

## GRADES

Evaluations of student performance are linked to the stated objectives of each course. At the onset of each course, instructors explain in writing:

How evaluation of student performance is linked to course objectives

Which elements of the course work will be considered in assigning the final grade and the weight of each element

General categories and criteria of evaluation used

Course policies on attendance, make-up work, extra credit work, and the grading implications of those policies

Grades are available in Self-Service at the end of each semester.

### GRADE VALUE EXPLANATION

A+ 4.00 Excellent

A 4.00 Excellent

A- 3.67 Excellent

B+ 3.33 Above Average

B 3.00 Above Average

B- 2.67 Above Average

C+ 2.33 Average

W 0.00 Administrative Withdraw (not in GPA)

I 0.00 Incomplete

C 2.00 Average

C- 1.67 Average

D+ 1.33 Below Average

D 1.00 Below Average

D- 0.67 Lowest Passing Grade

F 0.00 Failing

## GRADING CRITERIA

Grade A: Student performance is outstanding. Student exhibits excellent achievement and craftsmanship in all aspects of work. Student exceeds the problem criteria and consistently challenges himself/herself to seek fresh solutions to assigned problems. Student exhibits a commitment to expanding ideas, vocabulary and performance. Student's attendance, participation and class involvement are excellent.

Grade B: Student performs beyond requirements of assignments. Student exhibits above-average progress and craftsmanship in all work. Student meets and exceeds the problem criteria. Student exhibits above-average interest in expanding ideas, vocabulary and performance. Student's attendance, participation and class involvement are above average.

Grade C: Student performance is average and all requirements are fulfilled. Student exhibits an average level of progress and improvement in all work. Student meets the problem criteria. Student exhibits interest in expanding ideas, vocabulary and performance. Student's attendance, participation and class involvement are adequate.

Grade D: Student performance is uneven and requirements are partially fulfilled. Student's output is minimal. Student exhibits minimal improvement in work. Student does not meet the problem criteria in all assignments. Student exhibits minimal interest in expanding ideas, vocabulary and performance. Student's attendance, participation and class involvement are less than adequate.

Grade F: No credit earned. Student fails to meet a minimum performance level. Student does not exhibit achievement, progress or adequate levels of craftsmanship in all assignments. Student's work is consistently incomplete or unsuccessful. Student's attendance, participation and class involvement are inadequate.

Pass/Fail Grade: A Pass/Fail grade will be given for Internships because the course content is such that direct faculty oversight of the learning experience is not possible, and evaluation on the present grading scale would be difficult. "Pass" implies a "C" grade or above. "Fail" implies less than a "C" grade and course work graded as "Fail" does not apply to the degree. Pass/Fail grades are not calculated in the grade-point average. This grading applies to Internships. Communication Design Practicum uses traditional letter grades.

Incomplete: In certain situations, a student may request an "Incomplete" grade in a class. Typically, this is an emergency situation that has occurred after week eight of the term, thereby the student was in good standing at the mid-term of the semester. Students may petition for an "Incomplete" if their situation meets both of these conditions:

- (1) An extenuating circumstance exists and it has prevented you from completing the coursework (illnesses, family, emergencies, etc.).
- (2) You are currently in good standing in the class.

An “Incomplete” is viewed as a response to a recent, unexpected, and dramatic event in the student’s life, such as an illness or family emergency. The “Incomplete” is not simply an extension of time to complete work in a class. It is the student’s responsibility to obtain an “Incomplete” form from the Registration Office, and to present the request to the instructor. The decision to grant an “Incomplete” is up to the instructor, and an “Incomplete” may not necessarily be appropriate in all situations or in all types of classes. The instructor may deny the request if the circumstances do not meet the above criteria, or if the amount or type of work does not lend itself to completion outside the classroom. For example, a Life Drawing class requires a model, and some classes are based upon group critiques. An instructor will tell students what assignments, projects or tests are required to receive a passing grade. If granted, the student must complete the “Incomplete” grade within three weeks after the end of the term. At the end of this three weeks, the instructor submits the new grade to the Registration Office.

## PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

PNCA students are responsible for maintaining the standard of academic performance established by the faculty at the start of each semester in each course in which they are enrolled. The requirements of the class and the instructor's expectations for performance should be clarified in the course syllabus.

Students have the right to be heard by instructors and appropriate administration personnel in cases where they question an instructor's judgment. Contesting a Grade Students have the right to challenge a grade and are encouraged to informally discuss concerns with the faculty member, since clerical errors are sometimes made in the grading process. If, after a discussion with a faculty member, a student still feels he/she has not received an appropriate grade, the following formal procedure is available to challenge academic evaluation. All documents required in the proceeding will be maintained in the student's academic file in the Registration Office.

First Step of the Procedure: The student should contact the appropriate Department Chair as soon as possible after the start of the semester following that in which the contested grade was assigned. A brief written statement of the grievance must be submitted to the Department Chair, who will, within one week of receiving the statement, contact the parties involved to schedule a meeting. The Department Chair will write a summary of the meeting. Either party may refuse this meeting, may suggest an alternative, or may move directly to step two.

Second Step of the Procedure: If the problem remains unresolved, the student may file a petition and submit relevant documentation to support that petition for Grade Change with the Academic Dean within two weeks following the above meeting, if held, or notification that one or both parties refused or were unable to meet. The student's grievance statement and an account of the efforts to resolve the problem (including a copy, if available, of the Department Chair's summary of the meeting) will accompany the Petition. The Academic Dean or a representative will appoint an Ad Hoc Academic Appeals Committee consisting of at least three members of the faculty or staff. One of these faculty or staff members may be selected by the student to serve as his or her representative to the committee.

The faculty member about whose grade the complaint is made will submit a written explanation to the committee, but will not be present when the committee makes the final decision on the Petition. The student will be given copies of all the materials the Appeals Committee considers in making their final decision. The Academic Appeals Committee shall meet and resolve the grade through confidential proceedings no later than 30 days after the Petition for Grade Change was filed and the Academic Appeals Committee will inform the Academic Dean and the student in writing of their decision. The grade contest procedure is an academic rather than a judiciary process. The College will be as accommodating as possible to allow the strongest representation for both parties. A student wishing to contest a grade should seek guidance and support through this procedure with the office of Student Services.

## SATISFACTORY PROGRESS, PROBATION AND DISMISSAL

Students who do not achieve a semester grade-point average of at least 2.0 (C) in a semester will be placed on academic probation. Probation is limited to one semester. To regain good academic standing, the student must register for no less than six credits and receive a GPA of 2.0 or higher. If the student does not achieve a 2.0 GPA or better in the probation semester he or she will be dismissed from the college at the close of the semester. Students on probation must have the Academic Advisor approve their registration before re-enrolling. If a GPA of 2.0 or better is not achieved while on probation, the student will be dismissed from the College. If dismissed for unsatisfactory work, financial aid eligibility will be revoked. Appeals of decisions regarding probation and dismissal are handled through the Grievance Resolution Process.

A student may not enter the senior year on probation. Seniors who are on probation may not register for any 400-level coursework while on probation. They may, however, register for other coursework that applies to their degree. They must also petition the Dean to register for classes. Additional restrictions on the academic status of seniors are described in the Catalog and the Thesis Handbook.

## SELECTING A MAJOR

Students choose a major at the end of the Foundation Year. Consult with Faculty, Department Chairs or the Academic Advising Office for information.

## COURSE REPEAT

If a student fails a class, he or she may repeat. If a student fails a required class, he or she must repeat the course. Studio courses can be repeated as studio elective options. In all cases, the original grade remains on the record for the semester in which it was given and the new grade is recorded for the semester in which it was given.

## RE-ADMISSION AFTER DISMISSAL

If dismissed for unsatisfactory academic progress, a student may petition to be readmitted after achieving a GPA of at least a 2.0 as a full-time student at another accredited institution for a minimum of one semester or two quarters. Coursework taken during this time should support BFA coursework or requirements. In addition to this requirement, it is also possible to attend PNCA as a part-time student to make up only failed coursework before re-admission. To be re-admitted after fulfilling the above requirement, a student must write a letter of petition to the BFA Dean requesting re-admission and have official transcripts sent from the college

where they made up their course work to verify their eligibility. Re-admission is entirely at the discretion of the BFA Dean. Additional steps may be necessary to regain the student's financial aid eligibility. Please see the Academic Advising Office for additional information.

## CHANGING A MAJOR

Students may change majors at any time, but due to requirements within the selected major, additional course work may be required which will extend a student's residency at the College. If they would like to change their major, schedule an appointment with the Academic Advisor to arrange a course schedule that will allow you to continue in a timely fashion. Please notify the Registrar with a Declared Major Form, available in the Registration Office.

## COURSE REPEAT

If a student fails a class, the course may be repeated at PNCA. If a student fails a required class, the course must be repeated. Studio courses can be repeated as studio elective options. In all cases, the original grade remains on the record for the semester in which it was given and the new grade is recorded for the semester in which it was given.

## EVALUATIONS OF COURSES AND FACULTY

Course evaluations are essential to BFA program development. The evaluation process provides students with the opportunity to anonymously express their honest opinions about the quality of instruction in any given class. Evaluations are done at the end of each semester.

## PREREQUISITE EXEMPTION

Students may challenge a course prerequisite or take a prerequisite concurrently with the course in some cases. An exemption from a course is not a waiver and, if granted, the credit hours will need to be completed. Contact the Academic Advisor's office or the Department Chair for more information.

## INTERNSHIPS AND PRACTICUMS

An internship is a high quality, art-related work experience that supplements and enhances PNCA's academic training and formal studio education. Internships introduce students to a specific field, bridge the gap between the academic environment and the practical world of employment, and provide a unique opportunity to gain valuable professional experience before graduation. All students are encouraged to complete an internship. In order to be eligible, they must have completed a minimum of 60 credits and be in good academic standing. Internships may

range from one to six credits. Each credit equals 45 hours (two credits equals 90 hours, six credits equals 270 hours). Students may not exceed six Internship credits. Internship packets are available in the Career Services Office. Students should also speak with the Director of Career Advising Programs, faculty members, and Department Chairs to obtain necessary paperwork and determine ideal internship sites. Once you have an internship, meet with the Director of Career Advising Programs to complete the necessary paperwork. Finally, make sure to register for credit with the Registration Office. Internships are required for Communication Design majors and are thus distinguished by the title Practicum. Design students are required to complete six credits worth of a practicum, to be arranged through the Communication Design department.

## AUDITED COURSES

Auditing a BFA course for non-credit is an option for students who are not interested in obtaining credit. It is allowed on a space-available basis and with the permission of the instructor. Audited courses do not count toward credits earned nor do they affect the student's GPA. No additional tuition will be charged for full-time students except for department fees. Part-time students will be charged \$520 per credit hour.

## INDEPENDENT STUDY

If a student cannot access a particular kind or level of class through existing PNCA coursework, he or she may propose an Independent Study. The purpose of the Independent Study is to provide the student with material differing from regular course work offered within the PNCA curriculum. Unless otherwise approved, an Independent Study is for third-year and fourth-year students only. A student may take no more than one Independent Study per semester. A studio Independent Study may be no more than two credits, unless approved by the Academic Dean. A Liberal Arts Independent Study may be no more than three credits. Each credit represents three hours of work per week for the 15-week semester. The instructor will meet with the student three hours per credit, per semester, with meeting times arranged according to the nature of the project. An Independent Study must first be approved by the department chair. If approved, the Chair will then suggest a full-time faculty member to supervise the Independent Study. A teacher may agree or decline to supervise. The Department Chair may, in certain circumstances, approve an Independent Study with a part-time faculty member. To request an Independent Study, students should:

- (1) Download an Independent Study Contract on Self Service under the course ND300.

(2) Approach the Department Chair for approval of their proposal for an Independent Study. State specific goals and projects, methods of evaluation and the amount of credit for which a grade is expected.

(3) If approved, the Department Chair will work with the student to develop the proposal and select an appropriate faculty advisor. (4) Submit completed contract to the Registrar's office. The Registrar will officially register the student for the course.

# ACADEMIC SPECIAL PROGRAMS

## NON-CREDIT COURSES

Taking a BFA course for non-credit is an option for students who are not interested in obtaining credit. It is allowed on a space-available basis and with the permission of the instructor. Non-credit courses do not count toward credits earned nor do they affect the student's GPA. No additional tuition will be charged for full-time students except for department fees. Part-time students will be charged \$545 tuition for courses that meet three hours per week; \$1090 tuition for courses that meet six hours per week. All interested students must first contact the Academic Advisor for approval to take a course for non-credit.

## CONTINUING-EDUCATION COURSE BENEFIT

Full-time BFA students may take one Continuing Education class or workshop each semester on a space-available basis. Course tuition and credit fees are waived. However, students must pay the department fee and any other course related costs. Courses offered for academic credit may count towards your degree. Students who will return for fall semester as full-time BFA students may take one summer class on a space-available basis. Some Continuing Education courses or workshops may not be available for this benefit, at the discretion of the Continuing Education Office. Contact the Registration Office for further information.

## CROSS-REGISTRATION

The College, as a member of the Oregon Independent Colleges Association (OICA), participates with most of Oregon's independent colleges in cross-registration. Full-time PNCA students may take one course per semester, on a space available basis, at another OICA campus. No additional tuition will be charged except for special course fees charged to all enrolled students. Students may not register for a course that is also offered at PNCA. If you want to cross-register, consult the Registration Office staff at the beginning of the semester. For more information, see the Academic Advising Homeroom site. Also ( See the Semester Exchange/Study Abroad section for International Study).

## MOBILITY PROGRAMS DOMESTIC

PNCA is also a member of the Association of Independent Colleges of Art and Design (AICAD). Among its programs, AICAD has a space-availability Mobility Program in which students may spend one semester of their junior year in a similar program at another member institution. To be eligible for the

Mobility Program, students must meet all of the following requirements:

- (1) A minimum of 60 completed semester credits.
- (2) Junior standing in your major.

(3) A minimum cumulative GPA of 2.5.

(4) A minimum of two full-time semesters completed at PNCA in academic residency.

(5) Application/portfolio required.

Students register and pay tuition to PNCA, but pay fees at their exchange institution. Students will receive credit for courses they take at the exchange institution. Consult the Academic Advisor in your sophomore year for more information. The deadline for completed applications is March 1 for Fall and October 1 for Spring.

The following schools participate in the Mobility Program:

Alberta College of Art and Design  
Art Academy of Cincinnati  
Art Institute of Boston  
Atlanta College of Art  
California College of the Arts  
Center for Creative Studies  
Cleveland Institute of Art  
Columbus College of Art and Design  
Cooper Union School of Art  
Corcoran School of Art  
Emily Carr Institute of Art and Design  
Kansas City Art Institute  
Laguna College of Art and Design  
Lyme Academy of Fine Art  
Maine College of Art  
Maryland Institute College of Art  
Massachusetts College of Art

Memphis College of Art  
Milwaukee Institute of Art and Design  
Minneapolis College of Art and Design  
Montserrat College of Art  
Moore College of Art and Design  
Nova Scotia College of Art and Design  
Ontario College of Art  
Oregon College of Art and Craft  
Otis School of Art  
Pennsylvania Academy of the Fine Arts  
Rhode Island School of Design  
Ringling School of Art and Design  
San Francisco Art Institute  
School of the Art Institute of Chicago  
School of the Museum of Fine Arts, Boston  
University of the Arts

## NEW YORK STUDIO PROGRAM

One candidate is selected by a faculty committee each year to spend a semester in New York City engaged in independent studio work or an internship. Jointly operated by AICAD member colleges, the program is located in DUMBO (Down Under the Manhattan Bridge Overpass) in Brooklyn, just one subway stop from Manhattan.

To be eligible for the New York Studio Program, students must meet all of the following requirements:

- (1) A minimum of 60 completed semester credits.
- (2) Junior standing
- (3) A minimum cumulative GPA of 2.5.
- (4) A minimum of two full-time semesters completed at PNCA.
- (5) Application/portfolio required.

Deadline for completed application is March 1 for the following academic year. See the Academic Advisor for applications and more information.

## GLOBAL STUDIOS PROGRAM INTERNATIONAL

There are many opportunities for semester exchanges or study abroad programs available to PNCA students. An experience abroad expands awareness, broadens experience, and exposes students to the richness of cultural inquiry. PNCA students are encouraged to spend a semester abroad with one of our exchange partners or program affiliates. There are a number of short-term faculty led programs offered each year, as well as summer programs. To be eligible for these programs, students must meet all of the following requirements:

- (1) Sophomore standing (30 credit hours) for Summer or PNCA Programs, junior standing (60 credit hours) for Semester Exchange and Affiliated Programs
- (2) A minimum cumulative GPA of 2.5
- (3) A minimum of one full-time semester completed at PNCA in academic residency
- (4) Good college standing
- (5) Record of personal responsibility (e.g. service to PNCA community, employment history, successful independent study).
- (6) High level of maturity

Deadline for application of eligibility is October 1 for Spring, March 1 for Summer and Fall. Students should consult with the Director of International Studies or

the Academic Advisor International to review program opportunities, the application process, and an academic plan of study. They must first apply for eligibility if they are interested in receiving financial aid or Travel Grants during their study abroad period. Please make a counseling appointment in the Office of Financial Aid. PNCA institutional funds are available for Semester Exchange and Affiliated Programs. While PNCA does not offer institutional funds to the enrolled students who are studying abroad in Summer and Independent programs, students may be eligible to receive federal and state funds to meet study abroad expenses. Semester exchange students admitted to host institutions pay PNCA tuition and fees to PNCA. Students in Affiliated programs pay the host tuition and fees to PNCA. A limited number of PNCA Travel Grants are available each year to assist in travel expenses for PNCA approved programs (PNCA shortterm, Affiliated, Semester Exchange, International Internship and Summer Programs). Independent Overseas, AICAD Mobility and New York Studio Programs are not eligible for Travel Grants.

## **PNCA VISITING-ARTIST PROGRAM**

The program is based in experiential learning, knowledge transfer, and exchange. Artists, curators, scholars, and critics from around the globe are invited to PNCA to engage with students and community, fostering an exchange of ideas and practices. Art practitioners from diverse backgrounds contribute and challenge the academic and artistic discourse within the current PNCA curriculum, extending the possibili-

ties for innovative instruction and learning. Visiting Artists use the PNCA campus as a site of possibilities where exchange can take a wide array of forms including lectures, conversations, panel discussions, investigations, interruptions, and disruptions. The forms of exchange may sometimes be surprising but are always inspired by present-day concerns.

## **FORD INSTITUTE FOR VISUAL EDUCATION – PNCA+FIVE IDEA STUDIOS**

In 2007, PNCA established the Ford Institute for Visual Education (FIVE). FIVE's purpose is to establish within PNCA innovative, advanced programs, exhibitions, symposia, outreach activities, and top-notch artists in residence. Through FIVE, PNCA seeks collaborative relationships between students, international artists, and the region's art, design and business communities, and to extend the institution's intellectual and resource platform.

## **ALUMNI DISCOUNT BENEFITS**

BFA graduates receive a 15% tuition discount on non-credit Continuing Education courses and BFA courses taken for non-credit. This benefit is transferable only to family members enrolling in courses in the Anna B. Crocker Youth Program and only for one class or workshop per semester.

# GRADUATING FROM PNCA

## BFA DEGREE REQUIREMENTS

A minimum of 120 semester credits is required to earn the Bachelor of Fine Arts degree; 33 of those are in Liberal Arts and Sciences, and 12 are in Art History. Of the studio credits, 18 are required courses in the Foundation program, at least 36 credits are required in the studio major, and the remainder is applied to studio electives. Major requirements and course descriptions are available on the PNCA website at [www.pnca.edu](http://www.pnca.edu). A minimum two-year residency is required at the College. (See Residency Requirements.)

## GRADUATION DETAILS

The Registrar will give students preliminary notice of credit status for graduation in the semester preceding their graduation semester. The student and their classmates will take part in planning the commencement program, including the distribution of announcements. If the student has any outstanding balance on their account they will not receive their diploma until all obligations to the College have been satisfied. A more detailed account of the thesis year is covered in the Thesis Handbook.

## ELIGIBILITY TO ENTER THE THESIS YEAR

To be eligible to enter the thesis year, a student must have completed all lower-division course work, completed 90 semester credit hours, have a cumulative grade point average of 2.0 or better, a minimum grade point average of 2.0 in the

required classes of the major, may not be on probation, and must have completed one full-year of residence at PNCA, either as a full-time student or the equivalent credit as a part-time student. The students declared ineligible may appeal for review by a committee consisting of two faculty members chosen by the Department Chair and one faculty member chosen by the student. The review process must be completed before the end of the semester in which eligibility is determined.

## ELIGIBILITY TO GRADUATE

BFA Seniors must maintain at least a 2.0 (C) grade point average during both semesters of the senior year. Academic probation is not allowed during the senior year. Students must also achieve at least a 2.0 (C not C-), in their Advanced Studio and Professional Practices classes in the first semester, and in the Thesis Studio class. Students who receive an unsatisfactory grade in any of the above classes must petition the Academic Dean in order to re-enroll and repeat those classes. The Thesis Handbook, given to each Thesis student, contains policies and conditions for the Thesis Project.

## GRADUATION AND PERSISTENCE RATES

This data reflects the number of first-time, full-time freshman graduates from PNCA. Graduation rate based on the 2003 cohort: 29% (number of first-time freshmen who entered who graduated within six years). Persistence rate for the 2008 cohort: 65% (number of first-time freshmen who entered fall 2008 and re-enrolled in fall 2009) Additional attrition and graduation statistics are available from the Registrar. You must revise your Self- Service account profile with any change in your permanent and/or college address and telephone number. Receipt of grades, financial aid materials and other important communications depends on PNCA having your accurate contact information.

# CAMPUS

In 2010-11, PNCA celebrated its Centennial as the Northwest's leading art school, and 10 years at its current home in the campus in the Pearl District. PNCA's campus is comprised of. Here you will find the Main Campus Building, the Stagecraft building, the Cornelia William T.C. Stevens Studio Annex, the Annex, the 19th Street Studios and the Bison Building Studios, Center4Design (C4D), the Illustration and Liberal Arts department, and the Cornelia William T.C. Stevens Studio Annex—all exciting places in which to explore creativity. The following information may be subject to change as the school year progresses and we discover new and better ways to meet your needs and interests.

# GENERAL INFORMATION

## ID CARDS

Students are required to have and may be asked to present their PNCA photo ID card at any time in order to access parts of campus. You may be denied access to facilities, equipment or events on campus if you cannot present your ID, and it is required in order to obtain user login information for use with the College's computer network. ID cards are made during Orientation and by arrangement through the Information Technology (IT) Help Desk (<http://help.pnca.edu> or [helpdesk@pnca.edu](mailto:helpdesk@pnca.edu) or 503 821 8906 ext. 306). To ensure access to College facilities, students are required to affix a current semester validation sticker to the back of their ID card. Stickers are available at the Reception Desk.

## MEDIA RESOURCE CENTER

Video, Sound, Photo equipment and more at the MRC (Room 112B). Hours: 7:30 am–6:30 pm Monday through Thursday, 7:30 am–4:00 pm Friday. Please Remember to bring your ID. Further questions, see the MRC Homeroom site.

## TOOL CHECK OUT SERVICES

The student tool check-out system is a service provided to students by the sculpture department and funded by the students. The tool check-out service allows students to use tools for the use in making art outside the shops or after shop hours. Tools are only available to students currently enrolled in PNCA's BFA or MFA programs. Checkout is limited to 24 hours (with renewal possible) in order to en-

sure that this service provides equal opportunity to all students. Eligibility for tool checkout is contingent upon the completion of a mandatory tool orientation. Students will be expected to read the appropriate safety literature and participate in a one-on-one tool orientation given by the appropriate staff member. Only the shop techs in IIID or the Sculpture Department Chair can check out tools to students.

## **CHANGE OF ADDRESS**

You must inform the Registration Office of any change in your permanent and/or college address and telephone number. Receipt of grades, financial aid materials and other important communications depends on PNCA having your accurate contact information.

## **COPY MACHINES**

Both color and black and white copy machines are located in the Library. Copies can be made for a small fee.

## FACULTY AND STAFF MAILBOXES

If you want to leave a message for a faculty or staff member, place it in the appropriate mailbox in the mailroom, Room 133. You can also get faculty contact information (e-mail or phone number) from Elie Charpentier, Academic Affairs Coordinator, in Room 132. A full list of faculty and staff and their contact information is included at the end of this handbook.

## KEYS

If you need a key or access card to a studio for the semester, you will be charged a key deposit. Keys are distributed by the Security Department. The key deposit is refunded to you at the end of the semester or school year. If you are authorized to accept keys to college facilities (either on a long-term or short-term basis), you are responsible for lost or stolen keys and the cost of key or lock replacement.

## LOCKERS

Lockers are issued during the first day of classes each semester, and are \$10 per semester to rent. Locker assignments include a combination that correlates to a lock attached to the assigned locker. All students are responsible for emptying their locker and cleaning it inside and out at the end of Spring Semester (before the end of May). Students who have not taken care of their locker and rental

thereof will be charged a fee of \$25 for; damages, abandoned trash, lost locks or locker graffiti. Also, solvents, flammable materials, or hazardous products may not be stored in the lockers.

## LOST AND FOUND

Lost and Found is located at the Reception Desk. Please inquire with the receptionist if you have misplaced something. Items are dated and disposed of after two weeks. PNCA is not responsible for personal belongings. Keep your personal belongings secure. All items left after the end of each semester are donated.

## STUDENT E-MAIL

All PNCA BFA and MFA students are issued an e-mail account through the college's Information Technology department. This official e-mail account (yourname@student.pnca.edu) is used to communicate with students on a variety of official matters. Many faculty and administrative staff will inform you of deadlines, opportunities and issues through this account. Students are required to use and check their PNCA e-mail on a regular basis and are held responsible for any information posted. Students who need help becoming familiar with this e-mail system may visit the college's Knowledge Base (<http://help.pnca.edu>) or contact the IT Help Desk (helpdesk@pnca.edu or 503 821 8916 ext. 306) for assistance.

## STUDENT MAIL FILES

Check your mail file in the student lounge every day because you will be receiving notices from faculty and staff frequently. You will be responsible for all deadlines and notices left in your mail file.

# BUILDING RULES

## BIKES

Covered bicycle parking is available on the outside of the Stevens Studio Annex, on the corner of Northwest 15th Avenue and Johnson Street. You may also park your bike outside the front entrance of the Main Campus Building at NW 13th and Johnson, or on the loading dock outside the Sculpture Studios. The area has many bike racks on the surrounding blocks, as well. Lock your bike well with a “U” lock. Bicycle theft is the most prevalent crime at PNCA. Bicycles left unattended are prohibited in PNCA common spaces and hallways. Unattended bicycles found in those locations will be impounded by PNCA Security. No bike parking is allowed on any of the handrails or within the main college campus.

Bicycle safety is essential. PLEASE ride with a helmet and, at night, bike lights! Student Services will sell you bike helmets for \$5 and bike light sets (front and rear) for \$15. Bicycle safety workshops are offered each semester.

## BUILDING HOURS

The College’s regular hours are 7 am–2 am, Monday through Wednesday; 7 am–12 pm, Thursdays; 7 am–10 pm, Fridays; 8 am–10 pm, Saturdays; and 9 am–2 am, Sundays during Fall and Spring semesters. On weekends and after PNCA office hours (7 am–5 pm, weekdays), you are required to sign in at the reception desk with the on-duty guard. You also have to sign out upon departure. During regular hours, students may have a guest in their studio (see Visitors section), but the guest must also sign in and out with a guard. Guards may not leave their posts to locate students for visitors.

In the evening and on weekends, studios may be in use by the Continuing Education Program. Continuing Education classes have priority in the studio when their classes are in session. School holiday hours are posted at the Reception Desk. Summer hours vary and will, also, be posted at the Reception Desk.

## DESIGNATED POSTING SITES

Please use only the designated posting areas on campus. Paper postings for off-campus events should be posted on the general posting board located by the student kitchen. Fliers posted elsewhere may be removed. Many event, activity and service notifications will be delivered to you via Homeroom (<http://homeroom.pnca.edu>), where you can use your PNCA log-in for access to see what's coming up on campus.

## VISITORS

Visitors are allowed on only the first floor of the Main Campus Building, the Charles Voorhies Fine Art Library, and in the Sculpture Studios, unless accompanied by a student or faculty/staff member. If you are expecting someone, plan ahead of time to meet at the Reception Desk. The receptionist or guard will not leave the Reception Desk to locate you for your visitor.

## CHILDREN IN THE BUILDING

Children under 12 years of age are not allowed in the school unless they are enrolled in a PNCA class or accompanied by an adult. Children may accompany you to your locker or your studio, but they are not allowed to remain in the building while you are in your studio.

## PETS

Animals are permitted in PNCA buildings only if they are leashed and attended. Pets are not allowed in any classes, studios or labs unless pre-approved by the instructor for a temporary project or unless the animal is a certified service animal. Any animal showing aggression is not allowed on the PNCA campus.

## COLLEGE CLOSINGS

In case of foul weather, please call PNCA's main number 503 226 4391, or check the PNCA Web site for school closures. PNCA will make every attempt to update the inclement weather message of the College's main switchboard number. The College may be closed between semesters and during other school breaks at the discretion of PNCA's president. Such closings will be announced in advance.

## SMOKING

Second-hand smoke creates significant health hazards for everyone. In accordance with the Oregon Clean Air Act, smoking is not permitted inside any PNCA building. This includes: student residences, studios, classrooms, hallways, stairwells, rest rooms, lounge areas and elevators. Under the Oregon Clean Air Act, people may smoke outside the building at a distance of 10 feet or more from building entrances—though not in a location where smoke can enter through building windows. For this reason smoking is not permitted at the Northwest Johnson Street entrance and the 13th Avenue entrance alcove, loading dock and stairs. Any member of the campus community—including employees and students—who violates this policy is subject to sanctions, which may include an oral reprimand, a written warning, disciplinary probation, suspension, dismissal, or any form of discipline or sanction the College deems appropriate. Any complaints about violations of the smoking policy should be brought to the attention of a campus guard, who will intervene as appropriate.

## SCENTS

Many members of the PNCA community are highly sensitive to scents such as perfumes, colognes, scented lotions/oils, etc. We ask that you be respectful of this by not wearing scent in the buildings.

## TELEPHONES

Phones are available for local calls only. Phones are located throughout the building, including in the Student Services Office, near the drinking fountains on the first level, near the bathrooms on the second level, and in the student lounge. You must dial '9' to get an outside line. Please use these phones rather than the Reception Desk phone.

## VANDALISM

Any student vandalizing College property, including the building itself, will be responsible for clean up, repair, or replacement of damage, and, in some cases, may be dismissed from the College. Students are responsible for vandalism caused by their guests as well as damages caused by negligence. Repair of damages will be charged to the student's account.

## ATTIRE

Where no conflict with classes or projects arises, PNCA Facilities asks students to observe minimum dress requirements: including shoes and shirt.

# CAMPUS SITES AND BEYOND

## IIID ANNEX / SCULPTURE STUDIOS / C4D / ILLUSTRATION / LIBERAL ARTS

The Stagecraft Building - IIID Annex and Center4Design are located at 825 NW 13th Ave., directly west of the Main Building. Building hours change throughout the year. Call 503 227 4584 for the current hours of operation. The 815 NW 13th Ave. building houses the Illustration and Liberal Arts departments.

Building rules include:

The use of either the metal or wood studios and equipment must be authorized by the techs, and presence of techs is required during use.

No one is allowed in the building without supervision.

The use of food products in projects inside the IIID Annex must be authorized by the Sculpture Department Chair prior to construction/installation.

## STEVENS STUDIOS

The Stevens Studios, located at 1432 NW Johnson St., are available to all seniors in the BFA program. Junior painting classes are also conducted in the Stevens Studio building. At the beginning of the academic year, all senior studio spaces will be assigned by the Senior Chair. Junior painters will receive their allocation of spaces through their junior painting instructor. PNCA requires that all students using the Stevens Studios sign lease agreements and pay refundable security and key card deposits. Students should display their PNCA identification cards at all times while in the Stevens Studio building. All students must adhere to the posted policies and

procedures governing access and usage of the Stevens Studio building. Failure to comply with these policies will result in loss of studio privileges. The studios are continually monitored by security/facilities personnel. Students should regard these people as representatives of the college and as such, overseers of policies and procedures for the studios. The studios are student-run and open 24 hours a day, seven days a week to seniors with appropriate security clearance. All students must vacate their studios at the end of the academic term by the posted deadline.

## COMPUTER ARTS CENTER

PNCA's Computer Arts Center (CAC) offers students professional equipment and studio space to explore traditional and experimental art using advanced digital tools. Multiple labs function as digital classrooms; with Apple Macintosh workstations supported by a wide range of scanners, printers, digital audio and video production tools, projection equipment and current software. More information about the CAC, including lab hours, an online gallery of student digital art work, and the CAC Streaming MP3 radio station can be found at <http://radio.pnca.edu> or by contacting Brennen Florey ([brennen@pnca.edu](mailto:brennen@pnca.edu) or 503 821 8916 ext. 316).

## LIBRARY

The Charles Voorhies Fine Art Library, located on the second floor of the Main Campus Building, has a rich collection of books, DVDs, magazines, sound effects, videos, and specialized subscription databases (both image and text). Students are encouraged to make suggestions for materials to add to the collection. To search the online catalog or databases, visit the library Web site (<http://library.pnca.edu>) or the library Homeroom site (<http://homeroom.pnca.edu/sites/282>). The library offers a place to document artwork with a scanner, camera, tripod, lights, computer, light box and a copy stand. Other amenities available in the library include a color photocopier, multi-use computer workstations, comfortable places to read, study carrels, and equipment for viewing DVDs, videos, and slides. Library staff are available to help students during open hours of operation. Library hours are 7:30 am–12:00 am, M–Th.; 8 am–6 pm, Fri.; 12 pm–5 pm, Sat.; and 12:00 pm–8:00 pm, Sun.

## MUSEUM OF CONTEMPORARY CRAFT IN PARTNERSHIP WITH PACIFIC NORTHWEST COLLEGE OF ART

The Museum of Contemporary Craft has been Portland's home for the exploration, study and celebration of contemporary craft since 1937. The Museum moved in 2007 to a dynamic new museum space close to PNCA's campus in Portland's active arts neighborhood, the Pearl District. In the summer of 2009, PNCA estab-

lished a partnership with the Museum, expanding the College's cultural footprint and adding critical mass to the city's urban grid. With support from PNCA through the Ford Institute for Visual Education (FIVE), an initiative established through a gift from the late Hallie Ford, the Museum contributes in significant ways to the College's current and anticipated graduate offerings through increased access to museum facilities and collections, special workshops and institutes specific to the topics of craft and design. Museum of Contemporary Craft is located at 724 NW Davis Street. Visit [www.MuseumofContemporaryCraft.org](http://www.MuseumofContemporaryCraft.org) for more information.

## FELDMAN GALLERY + PROJECT SPACE

The Feldman Gallery + Project Space are teaching galleries established to support the College's curriculum, and to engage the greater PNCA community. The gallery exhibits it's work of national and international contemporary artists and students are encouraged to assist in the management and installation of the exhibitions. The gallery program invites the exhibiting artist to lecture, critique or participate in studio visits and workshops with the students. The artist's visit culminates with a public gallery talk and a first Thursday opening. This program intends to bring new perspectives and resources to PNCA's students and faculty and to the larger community. The Feldman Gallery is approximately 850 sq. ft. and is reserved for the focus exhibition. The Project Space is approximately 270 sq. ft. and is primarily reserved for those shows that are conceptual in nature and that require a control-

lable installation space. The gallery relies on student volunteers to install exhibits with the artist. For more information about the Feldman Gallery + Project Space and its programs or to become a volunteer, please contact the Exhibitions Coordinator, at 503 821 8969.

## MANUEL IZQUIERDO SCULPTURE GALLERY

The Manuel Izquierdo Sculpture Gallery is located inside the IIID Annex. It is named in honor of Manuel Izquierdo, who taught at the College for over 50 years. The gallery is managed by the IIID Artist in Residence who is in charge of all aspects of running the gallery, including portfolio review, contacting the artists, installation, publicity, the opening and deinstallation. There are six shows each year: an artist-in-residence show, a juried department show, an alumni exhibition, a faculty show, a curated local show and Continuing Education programming through the summer. The gallery exhibits work that is related to the curriculum and brings artists into the classroom as much as possible.

## STUDENT GALLERIES

Among the various campus galleries, two are managed by students. The Student Gallery is located on the first floor of the Main Campus Building and is part of the larger Feldman Gallery. The Student Gallery offers students at the junior and first semester senior levels to exhibit work for one-month periods. Students may show

only once in the Student Gallery. The Higgins Gallery is located near the 13th Avenue door. All students are eligible to show in the Higgins, for one month. Both student galleries often feature two or more students in the same show. Walls in the hallways of the Main Campus Building are reserved for student artwork selected and exhibited by the faculty. For information on scheduling an exhibition in one of the student galleries, come to Student Council and talk with the Student Gallery Manager, or watch the bulletin boards for details on exhibiting in the two student galleries. There is also an experimental and informal exhibition space located to the left of the library's entrance on the second floor. It is called IN FLUX and is managed by the Student Services and Residence Life Coordinator in Room 138. The IN FLUX is treated as an open forum for any student, or an entire class to show a finished piece or body of work that they would like feedback on from the community. The work rotates on a two-week schedule or up to the time it takes for another student to want to show. Please see Student Services if interested.

## PARKING

There is a Smart Park Garage on Northwest Lovejoy Street and Northwest Station Way that offers 24-hour parking to PNCA students for \$70 per month. In order for a student to receive this offer they need to go to the Smart Park main office at 610 SW Alder St. with PNCA ID. Also, there are five-hour meters around the Main Campus building and various two-hour spots in the area.

## PORTLAND ART MUSEUM

The Portland Art Museum is located in Portland's Cultural District at 1219 SW Park Ave., just a few blocks north of Portland State University. Museum hours are 10 am–5 pm, Tuesday, Wednesday and Saturday; 10 am–8 pm, Thursday and Friday; noon to 5 pm, Sundays. Closed on Mondays. The Museum's collections are diverse, with particular strengths in European and American painting and sculpture, English silver, Native American art, the arts of East Asia, contemporary art, and prints and photographs. PNCA students are admitted free to the Museum for any regular exhibition. For Special Exhibitions, PNCA students pay a discounted admission. Call 503 226 2811. Museum membership for individuals is available for \$55. The Haber Study Room of the Gilkey Graphic Arts Center, located in the Museum's lower level, contains a print reference library and facilities for viewing prints, drawings and photographs from the collections. It is open by appointment only, 10 am to 5 pm, Monday through Thursday. Appointments can be made by calling 503 276 4212. PNCA students will be admitted upon presentation of their PNCA ID card. Drawing from the Museum Collections: If you wish to draw or sketch in the galleries, you may do so with a pencil and a sketchbook (no pens or charcoal) during business hours. Easels are not permitted. Visit [www.portlandart-museum.org](http://www.portlandart-museum.org) for more information.

## NORTHWEST FILM CENTER AT THE PORTLAND ART MUSEUM

The Northwest Film Center (NWFC) is a media arts organization dedicated to the study and exhibition of film and video as art forms. On weekends NWFC screens works at the Whitsell Auditorium inside the Portland Art Museum. The Film Center's year-round exhibition program features thematic series, special retrospectives and a host of visiting artists' presentations. The Center's School of Film offers classes and seminars in film and digital video production, animation, and screen writing for PNCA credit. The Film Center also offers unpaid internships on a year-round basis. For more information, contact the NWFC at 503 221 1156 or visit their Web site, [www.northwestfilm.org](http://www.northwestfilm.org) or contact them at their general email address: [info@nwfilm.org](mailto:info@nwfilm.org). The Film Center's administrative offices are located at 934 SW Salmon St.

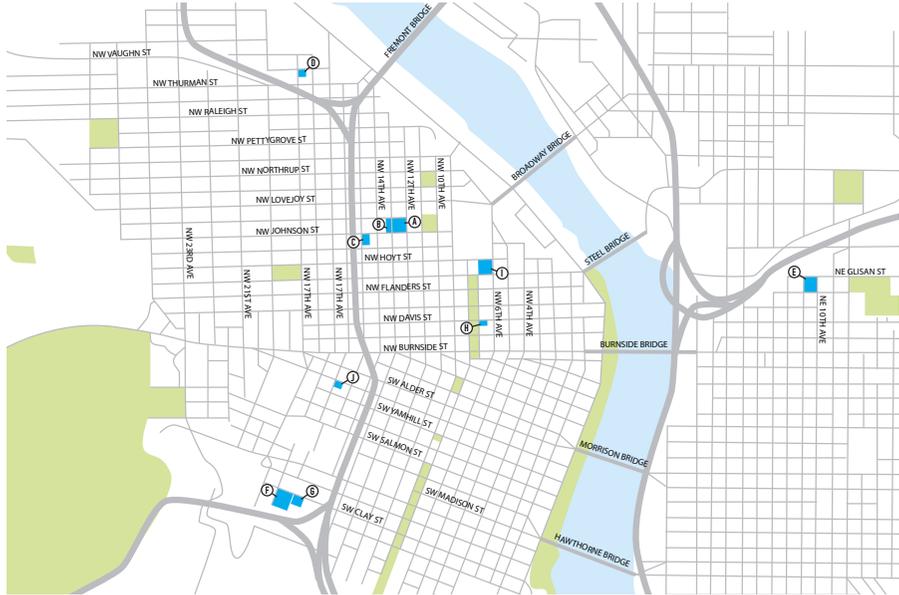
## PICA AND TBA@PNCA

All PNCA students are members of PICA (Portland Institute for Contemporary Art). PICA has an extensive collection of materials on contemporary art in their resource library which is free to the public.

Hours are 10–5 pm, Monday–Friday. PICA is located at 224 NW 13th Ave., [www.pica.org](http://www.pica.org). Phone number: 503 242 1419.

Portland Institute for Contemporary Arts' Time-Based Arts festival, an international art and performance extravaganza is part of the coursework at PNCA during September. Students are given special passes to attend events and participate in campus workshops with performance artists, filmmakers, and cutting-edge artists from around the world.

# PNCA FACILITIES MAP



**A. PNCA MAIN CAMPUS BUILDING**

1241 NW Johnson Street

**B. STAGECRAFT BUILDING**

1302 NW Kearney Street

**C. STEVENS STUDIOS**

1432 NW Johnson Street

**D. MFA VISUAL STUDIES STUDIOS**

1830 NW 19th Avenue

**E. MFA APPLIED CRAFT  
AND DESIGN STUDIOS**

421 NE 10th Avenue

**F. GOOSE HOLLOW TOWER**

1630 SW Clay Street

**G. GOOSE HOLLOW PLAZA**

1604 SE Clay Street

**H. MUSEUM OF  
CONTEMPORARY CRAFT**

724 NW Davis Street

**I. 511 BUILDING**

Opening 2014

**J. THE LODGE GALLERY**

1532 SW Morrison Street

# OFFICE OF ADMISSIONS AND FINANCIAL AID

The Office of Admissions and Financial Aid is located in Room 126, directly behind the Reception Desk.

## APPLY FOR FINANCIAL AID

Students who wish to receive financial aid must apply each academic year. The application for Federal Student Aid (FAFSA) for 2011–12 will be available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) beginning January 1, 2011. Students who complete their FAFSAs before March 1, 2011 have priority in the awarding of financial aid. Applicants can estimate the information on their FAFSA if their taxes (or their parents' taxes) are not completed. Please refer to the College catalog for additional information.

## TYPES OF FINANCIAL AID

There are two categories of Financial Aid: 1) "Gift Aid" is generally Grants and Scholarships. These are funds you are not required to pay back, and 2) "Self Help Aid" is generally Campus Employment and Loans. Loans are required to be repaid.

## GRANTS

Grants are gifts of tuition assistance from federal, state and PNCA sources for students with financial need. PNCA administers grants from the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal

Academic Competitiveness Grant, Oregon Opportunity Grant (and other state grants if applicable) and PNCA Institutional Grant.

## SCHOLARSHIPS

PNCA merit scholarships for returning students are awarded on the basis of classroom performance in the previous year, or by competition. PNCA scholarships for new students are awarded on the strength of the application, including the essay, portfolio, and grades. Many scholarship recipients are required to write thank you letters before scholarship funds will be disbursed. A listing of more than 40 PNCA scholarships is published annually on the PNCA website.

## CAMPUS EMPLOYMENT

Federal Work-Study (FWS) is a federally-funded student employment program. A FAFSA form is required in order to be considered for FWS funds and priority is given to students who complete the FAFSA before March 1. Students who receive FWS will find this award listed on their Financial Aid Award Letter. In order to work on campus students must be eligible to receive FWS funds and apply for a FWS position. Eligible students whose skills best fit the needs of the hiring department will be considered first. Student employees must complete all required employment paperwork and will be required to attend a meeting during the first week of school. Students are paid for time worked in the form of a paycheck. Federal Work-

Study funds are not paid toward tuition and fees. For more information, please contact the Office of Admissions and Financial Aid.

## **LOANS**

Student loans are considered to be a form of financial aid and must be repaid. PNCA participates in the Federal Direct Stafford Loan Program, Federal Direct PLUS Loan Program and the Federal Direct Graduate PLUS Loan Program. Students interested in receiving student loans must first complete a FAFSA. Additional set-up instructions and eligibility requirements will be provided on the student's Financial Aid Award Letter.

## **SATISFACTORY ACADEMIC PROGRESS (WARNING, DISQUALIFICATION/PROBATION)**

Students who receive federal, state or institutional aid must be making progress toward the completion of a degree in order to remain aid-eligible. Satisfactory Academic Progress (SAP) is reviewed after each semester using the following minimum requirements for undergraduate students:

Semester GPA of at least 2.0

Cumulative GPA of at least 2.0

Completion of at least 67% of cumulative attempted credits (including credits for which aid was not received)

Students who meet or exceed SAP minimum requirements remain in good standing with financial aid. Students who fail to meet SAP minimum requirements are placed on financial aid warning and given one additional semester of funding to make up their deficiencies. Each student placed on financial aid warning will be notified via letter of his or her financial aid warning status, and of the steps necessary to ensure continued eligibility for financial aid. If a student does not make up deficiencies within one semester of being placed on financial aid warning, he or she is disqualified from receiving additional financial aid through PNCA. Students who disagree with their disqualification status or have mitigating circumstances may petition the Director of Financial Aid for a review of their particular situation. If a SAP petition is approved, the student will be placed on financial aid probation until the terms of the probation are met by the student. Satisfactory Academic Progress for financial aid purposes is distinct and separate from a student's academic standing with the College.

## ALLOWANCE FOR THE TIMELY PURCHASE OF BOOKS AND SUPPLIES

Students whose anticipated financial aid exceeds their balance due may qualify for an Emergency Student Loan of up to \$500 to help pay for books and supplies prior to the issuance of financial aid refund checks. If qualified, a student can request an Emergency Student Loan by contacting the business office. Requests can be made up to one week prior to the beginning of the semester. Emergency Student Loan funds are paid to the student in the form of a check. A complete listing of eligibility criteria is available in the business office.

## TUITION AND FEES

BFA students are responsible for payment of all tuition and fees legitimately charged to their student accounts. Students with an outstanding balance towards the end of the semester must go to the Financial Aid Office for information on how to pay their outstanding balance. Any outstanding balance will result in a hold on student grades, transcripts, and diploma. The last day to make or arrange payment for Fall Semester is Tuesday, August 29, 2011. The last day to make or arrange payment for Spring Semester is Monday, January 17, 2012.

# OFFICE OF STUDENT SERVICES

Student Services is located in Room 138, down the hall from the front desk. The goal of Student Services is to provide support and assistance for students in as many ways as possible. The Student Services staff is available to help make your time at PNCA successful and enjoyable.

We are:

Michael Hall, Dean of Student Services

Rachael Allen, Assistant Director of Student Services

Meaghen Porte, Student Services and Residence Life Coordinator

Our services to students include, but are not limited to:

Liaison with Student Council and student clubs

Coordination of student events and activities

Lunchtime Performance Series

Management of the PNCA Counseling Center

Provision of services for students with physical or learning disabilities

Management of the Goose Hollow Residence Life program

Coordination the student health insurance program.

Provision of information on community housing, public transportation, health and fitness resources

Management of the IN FLUX student art gallery

Publication of the Student Handbook, Local Resources Guide and Housing Guidebook

New student orientation and graduation programs

In addition, we serve as an information center for students wanting to know “where to turn” for help at PNCA. We assist students at risk academically and do our best to be good listeners and active problem solvers. We often serve as advocates for student issues of concern with the College’s administrative offices. All in all, we are a part of a student’s support system in making a PNCA education what you want it to be.

# STUDENT COUNCIL

Full-time students pay a student activity fee of \$55 per semester, which gives Student Council a fund of over \$55,000 to be used for student clubs, events, activities and services. Student Council is also a place to help shape PNCA into an ever-improving college. Issues of student concern and importance are discussed and, when appropriate, brought to the school's administration for possible action.

## STUDENT COUNCIL'S MISSION STATEMENT:

PNCA's Student Council meets weekly to provide a forum for students to voice opinions and receive information about opportunities and issues concerning the student body. Funded through student fees and supported by the college administration, the Council also has a responsibility to allocate student funds toward the betterment of the student body as a whole through supporting services and activities for students. Student Council strives to motivate students by providing a place where they can feel free to voice opinions and make recommendations to the administration intended to enhance the quality of student life. Student Council also is a place for students to learn organizational and leadership skills.

# STUDENT HEALTH INSURANCE

All PNCA students enrolled for six credits or more are required to carry either the school's student health insurance or their own health insurance. The school's policy covers 80% of the cost of services received from medical practitioners listed as Preferred Providers or 60% of the cost of services provided by practitioners not on the list. Prescription drugs are covered under the policy at a minimal co-pay. This plan covers 70% of off-campus mental health services (short-term mental health services through PNCA's counseling center are at no additional cost to students). All BFA students enrolled in at least six credits are automatically enrolled and billed the premium at the beginning of each semester. Students carrying other health insurance coverage have until the FIRST DAY of each semester to complete a health insurance waiver and return it to the Student Services Office. Students who waive the coverage will be credited the premium and will not be covered under the PNCA plan. Summer coverage is included in spring term coverage. If you have questions about student health insurance, contact the Office of Student Services.

# STUDENT COUNSELING SERVICES

Students struggling with personal issues who want assistance in addressing those issues have a variety of resources available. The Student Services staff has many years of experience in helping students succeed in their higher education goals. The PNCA Counseling Center is also available at no added cost to students for the first 10 sessions. An additional five sessions are typically available for a fee of \$25 per session. To make an appointment with the school's mental health professional, Dr. Forrest Kublick, call 503 318 7736 or e-mail Dr. Kublick at [fkublick@yahoo.com](mailto:fkublick@yahoo.com). Students enrolled in the PNCA student health insurance program also have partially funded professional mental health coverage with therapists in the larger Portland community. Our goal is to help keep you mentally healthy and ready to succeed. If you wish to speak with someone regarding mental health issues, please stop by the Student Services Office for counseling and/or referral.

# ACE: ACADEMIC CENTER FOR EXCELLENCE

- Supports teaching and learning for the entire PNCA community.
- Supports coursework and professional practice, and challenges you to excel.
- Is staffed by faculty, staff, and students dedicated to student success.
- Is most visible in the Commons during our lunch hour, 12:30–1:30 pm under the big red umbrella: the Center's headquarters. Stop by right then and there for immediate help or to make an appointment.

Student assistants are also available at designated times online through Google Chat. See the Homeroom site for the schedule.

ACE's student representatives are also available at designated times online through Google Chat.

Topics under the “umbrella” of ACE include: study skills, course tutorials, research, writing, and presentation preparation, professional practices (resumes, documentation...), student study groups, help developing a website, and educator training too!

# DISABILITY RESOURCES

Among the student services provided by PNCA are resources and services for students with physical and/or learning disabilities. Federal law requires that schools receiving federal financial aid funds provide “reasonable accommodations” for students with disabilities that give them an equal opportunity to succeed in their academic endeavors. If you have (or believe you may have) a physical or learning disability please see Rachael Allen, Assistant Director of Student Services.

# CAREER SERVICES

A PNCA education will give you a running start as a working artist, designer, graduate student, or creative professional. In addition to the professional practices and portfolio building that are essential to the BFA experience, the Career Services office connects you to the opportunities, research tools, workshops, and counseling necessary to build your professional skills.

For example, we help you develop expertise in a wide variety of topics including:

- How to identify, plan for, research, and successfully apply to:
- Internships
- Jobs
- Grants
- Residencies
- Exhibitions
- Resume and portfolio preparation
- Managing the business side of your artwork
- The why, when, and how of graduate school
- Career planning and development
- Documenting your work
- Part-time job search strategies

How to access Career Services resources:

- Attend one of our workshops (calendar listed on Homeroom)
- Investigate online student resources:
- Career Services Homeroom site: <http://homeroom.pnca.edu/sites/186>
- Internship Homeroom site: <http://homeroom.pnca.edu/sites/1745>
- Online job board: use link via Homeroom
- Make an appointment with the Career Services Coordinator or a Peer Advisor

The Career Services office is located in room 138.

# ADVANCEMENT AND ALUMNI AFFAIRS OFFICE

The PNCA Advancement Office works closely with staff, faculty, students, alumni, parents, volunteers, and community members to build the human and financial resources needed to support PNCA's highest educational priorities. The department's primary goal is to secure gifts and grants for general operations, student scholarships, special projects, endowment and, when needed, capital construction. Advancement staff members are responsible for fundraising efforts throughout the year, including raising funds from alumni, parents, friends, foundations and corporations through grants, special events, such as an annual Benefit Art Auction and Gala, and annual appeals.

One of the priorities for Advancement is to raise funds for PNCA's Annual Fund, which provides much-needed funds for scholarships, faculty, and student support, exhibits, public programs, and technology/ equipment, as equipment needs. Annual Fund dollars are vitally important because they can be applied to the College's immediate needs. Special events such as the Benefit Art Auction, the Spring Gala, opening receptions and public lectures are organized throughout the year to heighten the visibility of the College as well as to raise provide philanthropic support and educate various constituencies about the College's programs and future plans. PNCA depends upon many kinds of volunteers to help us accomplish our goals, including the Board of Governors, students, alumni, former students, parents and others from the greater Portland community.

## ALUMNI AFFAIRS

PNCA's Alumni Affairs program is part of the Advancement Office. PNCA is committed to involving alumni through reunions and events. Expanding the number of alumni donors is also a high priority. Strong alumni participation is often a key factor in helping PNCA compete for grants from foundations and corporations.

Students who wish to volunteer for the Advancement Office should contact Alisha Sullivan, Assistant Director of Alumni Affairs and Special Events at 503 821 8961.

# SAFETY AND SECURITY

The goal of the PNCA Security Department is to provide a safe environment for students, visitors and staff. The Security Department is not a licensed law enforcement agency and its staff's powers are limited to those of private citizens. PNCA's relationship with the Portland Police Department is that of a member of the community who relies on the police to make arrests and to enforce city ordinances and state and federal laws. While the security staff's main purpose is to deter crime, there is also an ongoing effort on the part of the Director of Facilities and Security to reduce the risk of crime on campus and the surrounding area by being involved with various community policing programs. For security purposes, the campus is defined as the Main Campus Building, 1241 NW Johnson St.; the IIID Annex, 825 NW 13th Ave.; Illustration and Liberal Arts, 815 NW 13th Ave.; the Stevens Studio Annex, 1432 NW Johnson St.; the C4D, 1302 NW Kearney St., MFA studios at 1830 NW 19th and MFA applied craft and design studio at 421 SE 9th. The campus does not include any publicly owned sidewalks or streets surrounding any of the above venues.

The Security Department's services include the following:

- Enforce PNCA's safety and security rules and regulations.
- Provide access control on campus.
- Respond to fire and medical emergencies.
- Investigate suspicious activity and report crimes committed on campus
- Post security alerts and warnings when necessary

- Sponsor annual CPR training for security and school staff
- Sponsor crime prevention, personal safety and sexual harassment seminars for students and staff

## **CRIME PREVENTION ON AND OFF THE PNCA PREMISES**

When the police are involved with a crime or altercation on PNCA property, security will observe and gather as much information as possible without interfering with the police. This information is then reported on an incident report. Security will also decide on the importance of reporting it to the PNCA President. Students have access to Incident Report Forms through the guard at the Security Desk or at the Reception Desk. PNCA staff members are not responsible for the actions of individuals, staff or students who intervene on the behalf of PNCA students being arrested on or off PNCA premises.

## **SEX OFFENDER INFORMATION**

For information about sex offenders, please call 503 378 3725, Ext. 4429 or e-mail [sexoffender.question@state.or.us](mailto:sexoffender.question@state.or.us)

## EMERGENCY PROCEDURES

### FIRST AID:

First aid materials for treatment of minor injuries may be obtained in the first aid boxes on each floor of the building. A First-Aid kit is also located at the Reception Desk. In addition, the reception, facilities and security staff are CPR-certified and are trained to administer first aid. Please ask them if you need help. The following first aid procedures should be observed when assisting any person with any bleeding injury, no matter how small, whether the person is suspected to be infected with a communicable disease or not. The procedure outlined below should also be followed when assisting a person who has vomited or when cleaning up vomit.

- (1) Wear disposable plastic gloves, which are available in each of the first aid kits on the individual floors of the College. Gloves should be disposed of immediately after use; replacements are available through the Facilities Office
- (2) Wash your hands immediately after completing first aid
- (3) Avoid getting blood from an injured person in your eyes or mouth. If such exposure occurs, rinse the area immediately and thoroughly with soap and water.
- (4) Clean up any spilled blood with soap and water. Follow by disinfecting with a freshly made solution of one part chlorine bleach to 10 parts water.

Hydrogen peroxide may also be used if materials for this solution are not immediately available. Place contaminated items such as gloves, bandages, and paper towels in a plastic bag, tie it shut and put it in a garbage receptacle

(5) Notify the receptionist or security.

(6) Report the incident to the security guard or receptionist and fill out appropriate forms.

#### **FIRE EVACUATION:**

If the alarm bell sounds:

(1) Proceed in an orderly manner to the nearest exits and leave the building.

(2) Do not use the elevator.

(3) Assemble on the corner of Northwest 13th Avenue and Johnson Street.

(4) Do not re-enter the building until told to do so by a security guard.

(5) If the alarm bells do not ring but you detect smoke, fire or other hazard, immediately notify a guard by calling Extension 397. Phones are located in the hallway of each floor.

## **EARTHQUAKE SAFETY:**

In the event of an earthquake:

- (1) Do not leave the building.
- (2) Go to the nearest safety spot (under a desk, doorway or corner away from windows or objects that could fall on you).
- (3) Do not use the elevator or the staircase.
- (4) If you are outside, move away from buildings and objects that may fall. Stay in the open until the shaking has stopped.

## **CRIME PREVENTION PROGRAMS**

During the annual new student orientation, students, staff and faculty are given an overview of security procedures and safety concerns relating to the campus and its urban environment. During the school year, the Portland Police Bureau conducts crime prevention and personal safety lectures that are sponsored by the PNCA security department. The PNCA lobby, the Feldman Gallery, Swigert Commons, the Charles Voorhies Fine Art Library, the BFA Student Gallery and the Higgins Gallery are designated public areas. Only students, faculty and authorized personnel are allowed access to non-public areas of the PNCA campus. All students and school staff are issued ID cards and must be prepared to present them if asked. Students

must sign in at the Reception Desk if entering the building after 10 pm. PNCA is not responsible for loss of or damage to any personal possessions on college property. Please take care to protect your possessions from theft.

## SAFETY COMMITTEE

PNCA has a safety committee that operates as an impartial watchdog of safety concerns for the school. New members are appointed or volunteer to be on the committee each year. If you are interested in becoming one of the student members, contact the Director of Facilities and Security. If students are concerned about the general safety of their studio environment, the equipment or materials that you are using, contact a member of the safety committee and have them investigate your concern. The safety committee has limited power. It will make recommendations to the College's administration that, by Occupational Safety and Health Administration (OSHA) mandate, must be responded to with a plan for action.

## PERSONAL SAFETY

To facilitate a safe educational environment, students studying on campus should use common sense regarding their personal security:

- When walking through the campus or on the sidewalks surrounding the campus, be aware of persons and/or activities around you. If you notice suspi-

cious persons or behavior, contact a security guard immediately. A guard can be contacted by dialing 397 from any campus phone or 503 821 8897 from outside the College

- When leaving the school at night it is a good idea to arrange to walk with another student if possible
- When studying or working in the building, report suspicious persons, activities and sounds to security personnel
- When studying or working alone in the building never admit unknown persons or prop doors open
- Report any questionable persons who loiter or act suspicious in your area
- If you are the victim of crime on the PNCA campus or the surrounding areas after 10 pm, go to the front desk at the Main Campus Building

## REPORTING CRIME ON CAMPUS

PNCA's policy and procedure for reporting a crime committed on campus is as follows:

- The victim of a crime committed on campus is urged to report the occurrence as soon as possible to the on-duty security guard
- Security will call the police upon learning of a crime being committed on campus. The security staff will be available to help the police gather information.

- The security guard involved will complete an incident report
- It is the victim's responsibility to complete the victim crime report. This form can be obtained at the

## **PNCA RECEPTION DESK**

- Reports are collected and reviewed by the Director of Facilities and Security
- The results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of a crime will be made available to the victim
- Oregon has a Resist Arrest Law, which states that people interfering with an arrest can be subject to a criminal penalty.

## **SECURITY STATISTICS**

In compliance with the Students Right to Know Act and the Campus Security Act; listed opposite are the relevant crime statistics for the last four reporting years on campus. Federal law requires the College to notify students and staff after each occurrence of the following crimes. The following statistics are for crimes and incidents the PNCA Security Department feels the campus community should be aware of as part of the ongoing effort to reduce crime.

## SECURITY STATISTICS

YEAR	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11
HOMICIDE	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0
FORCIBLE AND NON-FORCIBLE SEX OFFENCES	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	1	0	0
MOTOR VEHICLE BREAK-IN	0	0	0	4	2	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0
WEAPONS POSSESSIONS	0	0	0	0	0	0	0	0
BICYCLE THEFT	1	0	6	6	6	5	6	6
INDECENT EXPOSURE	1	0	0	0	0	0	0	0
AGGRESSIVE PANHANDLING	0	0	0	2	0	0	0	0

# PNCA'S MISSING PERSONS POLICY

In compliance with the Missing Person Procedures of the Higher Education Opportunity Act of 2008, it is the policy of the Student Services Office to investigate any report of a missing student at Pacific Northwest College of Art (PNCA). PNCA's practice, procedures, and policy are as follows:

## PRACTICE

Upon registration to PNCA, all students will have the opportunity to identify an individual to be contacted by the Institute in case the student is determined to be missing.

For students under the age of 18, that notification will be made to the student's parent or legal guardian within 24 hours of the time that the student is determined to be missing.

There is no waiting period for reporting a student missing and a student shall be deemed missing when he or she is reportedly absent from the Institute for more than 24 hours without any known reason. The Portland Police Department will be notified within 24 hours of a student being determined missing. Notification will be done by the Dean of Students.

## PROCEDURE

**ANY REPORT OF A MISSING STUDENT SHOULD IMMEDIATELY BE DIRECTED TO THE DEAN OF STUDENTS.**

The Dean of Students will attempt to do the following:

- Make contact with the student reported missing by calling the student's cell phone number on file.
- Check the student's class schedule and look for the student in the classroom.
- Contact the student's faculty members regarding attendance in the classroom.
- Determine a timeline of when the student was last heard from or seen.
- Initiate whatever action deemed appropriate under the specific incident's circumstances.

\*If the Dean of Students, after investigation, determines that a student has been missing for more than 24 hours, the Institute will, within 24 hours after making such a determination, notify both the student's designated contact person and local law enforcement that the student is missing. If such student is under the age of 18 and is unemancipated, the Institute will also notify the student's parent or legal guardian within the 24 hour period after the Dean of Students has determined that the student is missing.

## POLICY

If it has been less than 24 hours, and the student's absence does not appear irregular or suspicious, an e-mail will be sent to the student requesting that they contact the Dean of Students immediately upon their return.

If at the 24 hour mark the student still has not returned or contacted The Dean of Students, then the above stated actions under "Procedure" will take place.

Reports of students missing from off-campus will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined.

## CONTACT INFORMATION

Dean of Students; Michael Hall 503 821 8920, [mhall@pnca.edu](mailto:mhall@pnca.edu)

# DIRECTORIES

## BUILDING DIRECTORY

Front Desk Guards 503 821 8897  
Student Lounge 503 821 8918  
Public, First Floor 503 821 8951  
Print Department 503 821 8932  
Photo Department 503 821 8933  
Computer Department 503 821 8934  
Computer Department 503 821 8935  
Admissions 503 821 8972  
Financial Aid 503 821 8971  
Print Department 503 821 8932  
Print Office 503 821 8985  
Reception 503 226 4391  
Registration 503 821 8903  
IIId Annex 503 227 4584  
Stevens Annex 503 450 0888  
Student Accounts 503 821 8911  
Library 503 821 8966  
I.T. Audio/Visual Cage 503 821 8934  
I.T. Helpdesk 503 821 8906

## FACULTY DIRECTORY

Department Chairs are in bold

### ART HISTORY

Bowie, Chas [cbowie@pnca.edu](mailto:cbowie@pnca.edu)  
Denfeld, Zack [zdenfeld@pnca.edu](mailto:zdenfeld@pnca.edu)  
Farr, Libby [lfarr@pnca.edu](mailto:lfarr@pnca.edu)  
Handweg, Joan [jhandweg@pnca.edu](mailto:jhandweg@pnca.edu)  
Newgard, Molly [mnewgard@pnca.edu](mailto:mnewgard@pnca.edu)  
**Preis, Mary** [mpreis@pnca.edu](mailto:mpreis@pnca.edu)  
Richardson, Margaret [mrichardson@pnca.edu](mailto:mrichardson@pnca.edu)  
Sumpter, Jerry [jsumpter@pnca.edu](mailto:jsumpter@pnca.edu)  
Walker, Morgan [mwalker@pnca.edu](mailto:mwalker@pnca.edu)  
Weber, Christine [cweber@pnca.edu](mailto:cweber@pnca.edu)  
Wysong, Linda [lwysong@pnca.edu](mailto:lwysong@pnca.edu)

### COMMUNICATION DESIGN

**Platosh, Paul** [pplatosh@pnca.edu](mailto:pplatosh@pnca.edu)  
Resch, Jason [jresch@pnca.edu](mailto:jresch@pnca.edu)

## CONTEMPORARY ANIMATED ARTS

**Rose Bond** [rbond@pnca.edu](mailto:rbond@pnca.edu)

## FOUNDATION STUDIOS

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To access student e-mail accounts:  
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To access the PNCA library:  
<http://library.pnca.edu>

To access Communication Design's Center For Design: <http://center4design.com>

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For help with anything technological on campus:  
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