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I’m delighted to welcome you to PNCA and a remarkable community of artists and educators, staff and students who share a passion for creating and learning.

This year, we grow our campus footprint and shift our center a few blocks to the west to embrace the Arlene and Harold Schnitzer Center for Art and Design, the Museum of Contemporary Craft and the ArtHouse student residence. These facilities will provide you an array of resources and a creative and vibrant backdrop for your learning.

We hope this book will guide you as you go, providing information about the what, where and how of doing things at PNCA. Please see me as a resource as well. My door is open.

With all good wishes for your success,

President Thomas Manley
Mission Statement
PNCA prepares students for a life of creative practice.

CORE THEMES

STUDIO PRACTICE
GOAL: Students have the capacity to engage in advance art and design making and thinking

CRITICAL INQUIRY
GOAL: Students acquire the tools to examine existing and emerging cultural, social and political conditions and to make informed judgments.

WORLD VIEW
GOAL: Students show awareness of diverse cultures, recognize the interconnectedness of both natural and human systems, and understand that they share the world with others.

PROFESSIONAL PRACTICE
GOAL: Students have the capacity to sustain professional and creative growth.
Academic Calendar

FALL 2014

- WEDNESDAY, AUGUST 27..............................ArtHouse Move-in Day
- AUGUST 28 and 29.................................New Student Orientation
- MONDAY, SEPTEMBER 1..............................Labor Day Holiday, No Classes
- TUESDAY, SEPTEMBER 2..........................First Day of Fall Semester Classes
- FRIDAY, SEPTEMBER 12..............................Last Day to Add/Drop Courses
- FRIDAY, NOVEMBER 7..............................Last Day to Withdraw from Courses
- MONDAY, NOVEMBER 17............................Registration for Spring Semester Begins
- THURSDAY & FRIDAY, NOVEMBER 27-28......Thanksgiving Holiday, No Classes
- MONDAY-THURSDAY, DECEMBER 1-4..............Fall Focus Week
- FRIDAY, DECEMBER 19..............................Last Day of Fall Semester Classes

SPRING 2015

- DECEMBER 20 - FEBRUARY 1......................Winter Break
- MONDAY, FEBRUARY 2..............................First Day of Spring Semester Classes
- FRIDAY, FEBRUARY 13..............................Last Day to Add/Drop Courses
- MARCH 23-29........................................Spring Break
- FRIDAY, APRIL 10.................................Last Day to Withdraw from Courses
- MONDAY, APRIL 20.................................Registration for Fall Semester Begins
- MONDAY-WEDNESDAY, MAY 4-6..............Spring Focus Week
- FRIDAY, MAY 22......................................Last Day of Spring Semester Classes
- SUNDAY, MAY 31....................................Commencement
- SUNDAY, MAY 31....................................ArtHouse Move-Out Day

SUMMER 2015

- MONDAY, JUNE 15.................................Graduate Summer Session Begins
- FRIDAY, JULY 3.....................................Independence Day observed, no classes
- FRIDAY, AUGUST 7.................................Graduate Summer Session Ends
# Web Resources

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<td><a href="http://help.pnca.edu">http://help.pnca.edu</a></td>
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<td>PNCA News and Events</td>
<td><a href="http://www.pnca.edu/exposure/calendar.php">http://www.pnca.edu/exposure/calendar.php</a></td>
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<td>Purchasing Technology at a Discount</td>
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THE CAMPUS

In 2010-2011, PNCA celebrated its centennial as the Northwest's leading art school as well as 10 years at its current campus in the Pearl District. PNCA’s campus is comprised of the Goodman Main Campus Building, Stagecraft Building, Cornelia and William T. C. Stevens Studios Annex, MFA in Visual Studies 19th Avenue Studios, MFA in Applied Craft and Design Bison Building Studios, and the Center4Design (C4D), all exciting places in which to explore creativity.

A. GOODMAN MAIN BLDG
   1241 NW Johnson St.
B. STAGECRAFT BLDG
   1302 NW Kearney
C. MUSEUM OF CONTEMPORARY CRAFT
   724 NW Davis Street
D. ARTHOUSE RESIDENCE HALL
   33 NW Park Avenue
E. STEVENS STUDIOS ANNEX
   1432 NW Johnson Street
F. MFA VISUAL STUDIES STUDIOS
   1830 NW 19th Avenue
G. BISON BUILDING
   Applied Craft & Design Joint MFA with Oregon College of Art & Craft
   421 NE 10th Avenue
H. THE LODGE GALLERY
   1532 SW Morrison Street
**COMPUTER ARTS CENTER**

PNCA’s Computer Arts Center (CAC) offers students professional equipment and advanced digital tools with which to create traditional and experimental art. Labs function as digital classrooms with Apple workstations supported by a wide range of scanners, printers, digital audio and video production tools, projection equipment, and current software.

**FELDMAN GALLERY + PROJECT SPACE**

The Feldman Gallery + Project Space are teaching galleries that support PNCA’s curriculum by exhibiting the work of national and international contemporary artists. To bring new perspectives and resources to the PNCA community, exhibiting artists are invited to lecture, critique, and conduct studio visits or workshops with students. Their visit to the College culminates with a public gallery talk and First Thursday opening. The Feldman Gallery is approximately 850 square feet and is reserved for the focus exhibition. The Project Space is approximately 270 square feet and is primarily reserved for shows that are conceptual in nature and that require a controllable installation space. Students are encouraged to assist the artists with management and installation of the exhibitions. For more information about the Feldman Gallery + Project Space and its programs, or to become a volunteer, please contact the curator at 503.821.8969.

**LIBRARY**

The Charles Voorhies Fine Art Library, located on the second floor of the Goodman 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 [library.pnca.edu](http://library.pnca.edu). The library provides a space to document artwork with a scanner, camera, tripod, lights, computer, light box, and copy stand. Other amenities 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 hours of operation. Check the library’s website for current hours: library.pnca.edu.

**MANUEL IZQUIERDO SCULPTURE GALLERY**

The Manuel Izquierdo Sculpture Gallery is located inside the 1110 Annex. It is named in honor of Manuel Izquierdo, who taught at the College for over 50 years. The gallery is managed by the Sculpture Department, in charge of all aspects of running the gallery, including portfolio review, artist liaison, installation, publicity, opening reception, and deinstallation. There are typically six shows each year which may include: a juried department show, an alumni exhibition, a faculty show, a curated local artist show, and a show of Continuing Education work during the summer. The gallery exhibits work that is related to the curriculum and invites artists into the classrooms.

**MUSEUM OF CONTEMPORARY CRAFT**

Museum of Contemporary Craft has been Portland’s home for the exploration, study and celebration of contemporary craft since 1937. In 2007, the Museum moved to a dynamic new space close to PNCA’s campus in the Pearl District. PNCA established a partnership with the Museum in the summer of 2009, expanding the College’s cultural footprint and adding critical mass to the city’s urban grid. Through dynamic exhibitions and provocative public programming, supported by the Museum’s collection and archives, the Museum advances the conversation on the role of craft and design in contemporary culture while at the same time honoring the history of the studio craft movement. Museum of Contemporary Craft is located at 724 NW Davis Street. For more information visit museumofcontemporarycraft.org.
NORTHWEST FILM CENTER

The Northwest Film Center (NWFC) is dedicated to the study and exhibition of film and video as art forms. On weekends, NWFC screens work at the Whitsell Auditorium inside Portland Art Museum. The Film Center’s year-round exhibition program features thematic series, special retrospectives, and visiting artists’ presentations. The Center’s School of Film offers classes and seminars in film and digital video production, animation, and screen writing. These classes may be taken for PNCA credit. The Film Center also offers unpaid internships on a year-round basis. The Film Center’s administrative offices and School of Film are located at 934 SW Salmon Street. For more information, contact the NWFC at 503.221.1156 or visit www.nwfilm.org

PARKING

There is a Smart Park Garage at the corner of Northwest Lovejoy Street and Northwest Station Way that offers 24-hour parking to PNCA students for $170 per month. To receive this offer you must go to the Smart Park main office at 610 SW Alder Street with your PNCA ID. There is five-hour metered parking around the Goodman Building and many two-hour spots in the area.

PICA AND TBA:PNCA

All PNCA students are members of PICA (Portland Institute for Contemporary Art). PICA’s Resource Room, which is free to the public, has an extensive collection of materials about contemporary art. PICA’s Time-Based Art Festival (TBA), an international art and performance extravaganza, is part of PNCA’s curriculum during September. Students are given passes to attend events and participate in workshops with performance artists, filmmakers, dancers, and visual artists from around the world. PICA is located at 415 SW 10th Avenue. For more information visit www.pica.org or call 503.242.1419.

PORTLAND ART MUSEUM

Portland Art Museum is located in Portland’s Cultural District at 1219 SW Park Avenue, just a few blocks north of Portland State University. The Museum’s collection is diverse, with particular strengths in European and American painting and sculpture, English silver, Native American art, the arts of East Asia, contemporary art, prints, and photographs. PNCA students are admitted free to the Museum for regular exhibitions.

For Special Exhibitions, PNCA students pay a discounted admission. The Haber Study Room of the Gilkey Center for Graphic Arts, located in the Museum’s lower level, contains a print reference library and facilities for viewing prints, drawings, and photographs from the collection. It is open by appointment only; call 503.276.4212. PNCA students will be admitted with their PNCA 10. If you wish to draw or sketch in the galleries, you may do so with a pencil and a sketchbook (no pens or charcoal). Easels are not permitted. Visit www.portlandartmuseum.org, or call 503.226.2811 for more information.

STAGECRAFT BUILDING

The first floor of the Stagecraft Building houses the IIID Annex (Ceramics Studio, Metalshop, Sculpture studios, Woodshop, Manuel Izquierdo Gallery). Entrance to the IIID Annex is at 825 NW 13th Avenue. The second floor houses the Animated Arts Department, Center4Design, Illustration Department, Intermedia Department, MFA in Collaborative Design Program, and department chairs’ offices. Entrance to the second floor of the building is at 815 NW 13th Avenue, except for the Center4Design, which is accessed at 1302 NW Kearny Street. Building hours change throughout the year; call 503-227-4584 for current hours of operation.
Rules for the IIID Annex include:

• Use of the metal shop or wood shop tools and equipment must be authorized by the technicians, and the technicians must be present when the shops are in use.
• Use of food products for projects stored inside the IIID Annex must be authorized by the Sculpture Department chair prior to construction and/or installation.

STEVENS STUDIOS

The Cornelia and William T. C. Stevens Studios, located at 1432 NW Johnson Street, houses private studios for all seniors in the BFA program. Junior-level painting classes are also held in the Stevens building. At the beginning of the academic year, studio spaces for seniors are assigned by the Senior Thesis chair; junior painters receive their studio spaces from their painting instructor. All students who have a space in the Stevens Studios are required to sign a lease agreement. Students should display their PNCA ID cards at all times while in the Stevens Studios. All students must adhere to the posted policies and procedures governing access to and use of the Stevens Studios. Failure to comply with these policies will result in loss of studio privileges. The studios are continually monitored by security and facilities personnel who, as representatives of the College, implement the policies and procedures for the studios. The studios are open 24 hours a day, seven days a week, to seniors with appropriate security clearance. All students must vacate their studios by the deadline posted at the end of the academic term.

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 connected to the Feldman Gallery. The Student Gallery exhibits the work of junior and first-semester senior students for one month. 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. For information on scheduling an exhibition in the galleries, come to Student Council and talk with the Student Gallery Manager, or check Homeroom for announcements about exhibiting in the galleries. An experimental and informal exhibition space called IN FLUX is located on the second floor to the left of the library’s entrance. It is managed by the Director of Student Life. IN FLUX is treated as an open forum for any student, or an entire class, to show finished work or work that they would like feedback on from the community. The work rotates on a two-week schedule. Walls in the hallways of the Main Campus Building are reserved for student artwork selected and exhibited by the faculty.

BUILDING HOURS

The College's regular hours during fall and spring semesters are:

Monday - Thursday..........................7:00am - 2am
Friday..................................................7:00am - 10:00pm
Saturday.............................................8:00am - 10:00pm
Sunday...............................................9:00am - 2:00am

On weekends and after PNCA office hours (7:00am- 5:00pm, weekdays) you are required to sign in and sign out at the Reception Desk with the guard on duty. During regular hours you may have a guest in your studio (see Visitors, page 20), but the guest must also sign in and out with the guard. Guards can not leave their post 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 be posted at the Reception Desk.
ATTIRE
Where no conflict with classes or projects arises, PNCA Facilities asks students to observe minimum dress requirements, including shoes and a shirt.

BIKES
The Pedal Garden, on the corner of NW 13th and Johnson, is a bicycle parking facility dedicated to the PNCA biking community. It was designed, created and installed by PNCA students and stands in memory of PNCA student Tracey Sparling, who was killed in a bike/truck accident in 2007.

Bike parking racks are also available on the streets surrounding the Main Campus Building and adjacent to the Stevens Studio Annex at NW 15th and Johnson. 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. Bike parking is not allowed on any of the handrails or inside the main campus building. Bicycle safety is essential. PLEASE WEAR A HELMET and, at night, use bike lights!

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

COLLEGE CLOSINGS
In case of foul weather, please call PNCA’s main number 503.226.4391, or check the PNCA website for information about school closure or delay. PNCA will make every attempt to update the inclement weather message on the College's main 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.

DESIGNATED POSTING AREAS
Please use only the designated posting areas on campus. Information posted elsewhere may be removed. Information about off-campus events should be posted on the general posting board located by the student kitchen. Many events, activities, and notifications will be posted on Homeroom (http://homeroom.pnca.edu) as well. You can use your PNCA log-in to access Homeroom and see what’s happening on campus.

PETS
Animals are permitted in most PNCA buildings only if they are leashed and attended. Pets are not allowed in any classes, studios, or labs unless they are pre-approved by the instructor or are certified service animals. Pets are not permitted in any of the sculpture studios at any time. Any animal showing aggressive behavior is not allowed on the PNCA campus.

NO SCENT POLICY
Many members of the PNCA community are highly sensitive to scents such as perfumes, colognes, scented lotions/oils, etc. Exposure can lead to serious medical issues. We ask that you be respectful of this by not wearing any scents inside the PNCA buildings.
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, restrooms, 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 locations where smoke can enter through building windows. For this reason smoking is not permitted at the Northwest Johnson Street entrance or at the 13th Avenue Goodman building entrance alcove, loading dock, or stairs. Any member of the campus community—including staff, faculty, 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.

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

VANDALISM
Any student vandalizing College property, including the buildings themselves, 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 for damages caused by their own negligence. Repair of damages will be charged to the student’s account.

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

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CHANGE OF ADDRESS
You must update your Self-Serve account profile with any changes to your address and/or telephone number. Receipt of grades, financial aid materials, emergency alerts, and other important communication depends on PNCA having your accurate contact information.

CONTACTING FACULTY AND STAFF
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 the administrative assistant to Academic Affairs in Room 132. A full list of faculty, staff, and their emails is included in the Directory at the end of this handbook.

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

ID CARDS
Students are required to have and may be asked to present their PNCA photo ID card at any time on campus. You will need your ID to access campus facilities, equipment, and events, and will be denied access if you do not have your card. You will also need your ID to obtain login information for use in the College’s computer network. ID cards are produced during Orientation and by appointment through Information Technology (IT) (http://help.pnca.edu) To ensure access to College facilities, you must affix a current semester validation sticker to the back of your ID card. Validation stickers are available at the Reception Desk.

KEYS
Keys are distributed by the Security Department. If you need a key or access card for a studio, you will be charged a key deposit, which will be refunded to you at the end of the semester when you return the key. If you are authorized to carry keys to college facilities, either on a long-term or short-term basis, you are responsible for lost or stolen keys and for the cost of key or lock replacement.

LOCKERS
Lockers are assigned during the first week of classes, and rent for $20 per semester. Locker assignments include the combination for the lock attached to the locker. Solvents, flammable materials, or hazardous or illegal products may not be stored in the lockers. Students are responsible for emptying their lockers and cleaning them inside and out at the end of spring semester. Students who have damaged their locker will be charged a $50 fee.

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

MEDIA RESOURCE CENTER
You can borrow video, sound, and photo equipment from the Media Resource Center (MRC) in Room 112B. The MRC is open:

Monday-Thursday..............................7:30am- 6:30pm
Friday.....................................................10:00am- 6:00pm
You will need your PNCA ID to borrow equipment. For more information, call the MRC 503-821-8934, email avcheckout@pnca.edu, or visit the MRC Homeroom site: http://homeroom.pnca.edu/sites/797

STUDENT EMAIL

All PNCA BFA, MFA, and MA students are issued an email account through the College’s Information Technology department. This email account will be used by faculty and staff to communicate official College business to you, including important announcements, opportunities, and deadlines. You are required to use and check your PNCA email on a regular basis, and will be held responsible for any information sent to you. If you need help with the email system please visit the College’s help site (http://help.pnca.edu) or contact the IT Help Desk (helpdesk@pnca.edu or 503.821.8916 or ext. 306) for assistance.

STUDENT MAIL FILES

Mail files are located in the student lounge, for your convenience in leaving messages for other students. Faculty will often return graded papers to your mail file.

TOOL CHECK-OUT SERVICE

Tool check-out service is provided to students by the Media Resource Center, and is funded by Facilities. The tool check-out service allows students to use tools when making art outside of the shops or after shop hours. Tools are only available to students currently enrolled in PNCA’s BFA, MFA, or MA programs. Checkout is limited to 24 hours (with the possibility of renewal) to ensure that the service provides equal opportunity to all students. The tools in this check out are the only tools available to students. Facilities does not lend tools.
Tuition

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# 2014-2015 BFA Tuition and Fees

Students are responsible for paying all tuition and fees legitimately charged to their student account. Students who have an outstanding balance must go to the Student Accounts Office for information on how to pay their outstanding balance. An outstanding balance will result in a hold on the student’s grades, transcripts, and diploma. New students have until the first day of the semester (September 2, 2014 and February 2, 2015) to make or arrange payment.

## Full-Time (12-18 Credit)

<table>
<thead>
<tr>
<th>Tuition Per Semester</th>
<th>Full-Time (12-18 Credit)</th>
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<tbody>
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<td>Incoming 14-15 Students</td>
<td>$15,236</td>
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<tr>
<td>Continuing 13-14 Students</td>
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<tr>
<td>Continuing 12-13 Students</td>
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<td>Continuing 07-08 Students</td>
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<tr>
<td>Department resource fee</td>
<td>$587</td>
</tr>
<tr>
<td>Student activity fee</td>
<td>$67</td>
</tr>
<tr>
<td>Health insurance fee**</td>
<td>$967</td>
</tr>
</tbody>
</table>

**Health insurance is required for all students taking 6 or more credits who do not already have health insurance.

The health insurance fee will be waived upon proof of current health insurance coverage. Health Insurance Waiver Forms may be obtained in the Student Accounts Office or submitted online by going to - https://docs.google.com/a/pnca.edu/spreadsheet/viewform?formkey=dDcyWmp4T3VJQlJndkJ5ODA1UTlpY1E6MQ#gid=0. Students taking less than 6 credits may purchase the College’s student health insurance if desired.

## Over 18 Credit Hours

<table>
<thead>
<tr>
<th>Tuition Per Credit Hour Over 18</th>
<th>Full-Time (12-18 Credit)</th>
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</thead>
<tbody>
<tr>
<td>Incoming 14-15 Students</td>
<td>$1,270</td>
</tr>
<tr>
<td>Continuing 13-14 Students</td>
<td>$1,270</td>
</tr>
<tr>
<td>Continuing 12-13 Students</td>
<td>$1,270</td>
</tr>
<tr>
<td>Continuing 11-12 Students</td>
<td>$1,270</td>
</tr>
<tr>
<td>Continuing 10-11 Students</td>
<td>$1,244</td>
</tr>
<tr>
<td>Continuing 09-10 Students</td>
<td>$1,137</td>
</tr>
<tr>
<td>Continuing 08-09 Students</td>
<td>$1,065</td>
</tr>
<tr>
<td>Continuing 07-08 Students</td>
<td>$1,065</td>
</tr>
</tbody>
</table>

## Under 12 Credit Hours

<table>
<thead>
<tr>
<th>Tuition Per Credit Hour</th>
<th>Full-Time (12-18 Credit)</th>
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</thead>
<tbody>
<tr>
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<td>$1,270</td>
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<tr>
<td>Continuing 07-08 Students</td>
<td>$1,065</td>
</tr>
<tr>
<td>Department Resource Fees</td>
<td>$49 (Per Credit Hour)</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$33.50</td>
</tr>
</tbody>
</table>
ADDITIONAL FEES

Studio rental, per semester (Stevens Building) ..............$365
Studio rental, per semester (Stagecraft Building) ...........$276
Studio damage charge ..................................................$150
Late registration, per semester .......................................$200
Locker rental, per semester ...........................................$20
Audit Fees (per credit hour) ..........................................$635
Late Fee (per month) .....................................................1% of balance
Payment Plan Fee (per semester) ..................................$30
Payment Plan Late Fee (per month) ..............................$15

STUDENT HOUSING

Furnished Apartments, per 9-month contract
Private bedroom .............................................................$12,100
Shared bedroom ...........................................................$8,250
Residence Life Program Fee (non-refundable) ..................$150

BILLING STATEMENTS

The College maintains records, processes payments, and mails monthly statements to all accounts that have a balance over $10. Monthly statements are posted online at reg.pnca.edu. It is the responsibility of each student to ensure that all credits and/or adjustments have been correctly applied to his or her account. It is also the responsibility of each student to ensure that the College has his or her current billing address. Students with a prior balance in excess of $200 will have their registration put on hold.

PAYMENT IN FULL

Payment for each semester, less any certified loans and/or accepted grants and scholarships, is due in full prior to the start of classes. PNCA accepts cash, check, debit or credit card (Visa, MasterCard, Discover) for payment. Payment can be made online at reg.pnca.edu. Failure to receive anticipated financial aid does not excuse the student’s obligation to pay the full amount due to the College. Students who have an outstanding balance must contact the Student Accounts Office for information on how to settle their account. Any outstanding balance will result in a hold on the student’s grades, transcript, ability to register for classes, and diploma. Past-due accounts are subject to a monthly 1% finance charge.

PAYMENT PLAN

Students have the option of paying for each semester in up to six monthly installments. The first payment 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 last day of each month. This payment arrangement must be made with and approved by the Student Accounts 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 $30 processing fee each semester. Late payments are subject to a $15 late fee for each month past due. Unpaid payment plan balances are subject to a monthly 1% finance charge.

WITHDRAWING FROM THE COLLEGE

In order to officially withdraw from PNCA, students must complete and submit a College Withdrawal Form, available in the Registration Office. Students who officially withdraw from all courses may be eligible for a partial refund. See page 41 for refund information.
REFUNDS

No refund will be made for students who withdraw after the eighth week of classes. 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 a class, regardless of the reason for the absence. 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 College 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 officially withdraw from all courses. See page 41 for more information about withdrawing from the College.

COLLECTIONS

If the College refers a student’s 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 no longer 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 paid. Please be aware that maintaining a current account is the personal responsibility of each student. Without exception, collection action will be taken against the student, not a parent or other party.
## Financial Aid

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APPLYING FOR FINANCIAL AID

Students who wish to receive financial aid must apply each academic year. The application for Federal Student Aid (FAFSA) for 2014-15 will be available online at www.fafsa.ed.gov beginning January 1, 2014. Students who complete their FAFSA before February 15, 2014 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. The Admissions and Financial Aid Office is located in Room 126.

TYPES OF FINANCIAL AID

There are two categories of financial aid:

1) Gift Aid: generally refers to GRANTS and SCHOLARSHIPS. These are funds you are not required to pay back.
2) Self-Help Aid: generally refers to CAMPUS EMPLOYMENT and LOANS. Loans must be paid back.

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, Oregon Opportunity Grant, and PNCA Institutional Grants.

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 their admissions application, including the essay, portfolio, and grades. Scholarship recipients may be required to write thank-you letters before the scholarship funds will be disbursed. A listing of more than forty PNCA scholarships is published on the PNCA website: http://www.pnca.edu/admissions/fa/c/scholarships

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 are eligible to receive FWS will find the award listed on their Financial Aid Award Letter. In order to work on campus, students must be eligible to receive FWS funds and must apply for a FWS position. Eligible students whose skills best fit the needs of the hiring department will be considered first. Students are paid for their work in the form of a paycheck at the end of the month. Federal Work-Study funds are not applied to tuition and fees, but can be used for other educational expenses. For more information, please contact the Financial Aid Office.

LOANS

Student loans are considered to be a form of self-help aid and must be repaid. PNCA participates in the Federal Direct Stafford Loan Program and the Federal Direct PLUS Loan Program (for parents of dependent students and graduate students). Students interested in receiving student loans must first complete a FAFSA. Additional instructions and eligibility requirements will be provided in the student’s Financial Aid Award Letter.
ALLOWANCE FOR THE TIMELY PURCHASE OF BOOKS AND SUPPLIES

To help pay for books and supplies, students whose anticipated financial aid exceeds their balance due may qualify for an Emergency Student Loan of up to $500 prior to the issuance of financial aid refund checks. If qualified, a student can request an Emergency Student Loan by contacting the Student Accounts Office. (A complete list of eligibility criteria is available in Student Accounts.) 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.

OFFICIAL WITHDRAW & FINANCIAL AID

If you withdraw from the College during a semester, all institutional aid (grants or scholarships awarded by PNCA) will be removed in full from your student account. In addition, PNCA may be required to return all or part of your federal financial aid. A review of your federal aid will be performed within 30 days of your withdrawal to determine any adjustments required by law. You will be notified of these changes in writing. For more detailed information regarding the Federal Return To Title IV calculation, please contact PNCA’s Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS (Warning, Disqualification, Probation)

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

1) Minimum Grade Point Average: Students must meet the minimum GPA requirements (both semester and cumulative)

   Undergraduate Students: ..............................................2.0
   Graduate Student: ....................................................3.0

2) Completion Rate: Students must successfully complete at least a minimum percentage of all credit hours attempted. This percentage includes all PNCA credit hours (including repeated coursework) and transfer credit hours, regardless of whether or not financial aid was received. Grades of F, W and I are not considered to be adequate grades for completion.

   Undergraduate Students: ..............................................67%
   Graduate Student: ....................................................67%

3) Maximum Credit Hours: Students are expected to complete their degree pursuits within a maximum timeframe (including transfer credits and PNCA attempted hours). Students may not receive financial assistance beyond the following:

   Undergraduate Students: ..............................................180 semester credit hours
   Graduate Students (excluding CTCR Program): .90 semester credit hours
   Graduate Students (CTCR Program): .................................67.5 semester credit hours

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 are given one additional semester of funding, during which they must make up their deficiencies. Each student placed on financial aid warning will be notified via letter of his or her 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 will be disqualified from receiving further 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 an SAP petition is approved, the student will be placed on financial aid probation for one additional semester and/or 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.
# Academic Policies

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BFA DEGREE REQUIREMENTS

A minimum of 120 credits is required to earn the Bachelor of Fine Arts degree. For all concentrations except the Writing concentration, this includes: 75 in studio, 33 in Liberal Arts and Sciences, and 12 in Art History. Of the studio credits, 18 are required courses in the Foundation program, at least 36 are the required courses in the studio major, and the remainder are available for studio electives. For the Writing concentration, the requirements include 42 credits in Liberal Arts and Sciences, 12 in Art History, 12 in Foundation, 39 in the studio major and 15 studio/writing elective credits. Requirements for majors and course descriptions are available at www.pnca.edu. A minimum two-year residency at the College is required.

SELECTING AN AREA OF CONCENTRATION (Major)

You will choose a major at the end of your Freshman Year. Consult with faculty, department chairs, and academic advising for more information. In the fall, there is a Majors Week as well as opportunities to meet with Academic Advisors, Faculty Mentors, Department Chairs and Lead faculty to ask questions and gather information about making the best choice.

CHANGING YOUR AREA OF CONCENTRATION

You may change your area of concentration at any time, but due to course requirements within each area, additional course work may be required, which could possibly extend your time at the College. If you would like to change your area of concentration, schedule an appointment with the academic advisor to plan a course schedule that will allow you to graduate in a timely fashion. You must submit a Declared Area of Concentration form, available in the Registration Office, to the registrar.

ATTENDANCE

The College expects students to attend all of their scheduled classes. Instructors have the right to lower a student's grade for absences. Attendance policies and procedures are included on every course syllabus. If you must miss classes due to illness or extenuating circumstances, be sure to inform your instructors and discuss the assignments you have missed to determine whether the work can be made up.

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 of work outside of class.

ENROLLMENT STATUS

Admitted students may enroll on a full-time (minimum of 12 credits per semester) or part-time (fewer than 12 credits per semester) basis. Courses taken concurrently at other schools do not count towards PNCA enrollment status. If a student changes to part-time status, his or her financial aid award will be adjusted accordingly.

REGISTERING FOR COURSES

Students register for courses with PNCA Self-Service https://reg.pnca.edu each semester during the dates listed in the academic calendar. (see page XX or the Registration page on Homeroom). Registration is available for returning students before the end of the previous semester. By registering for courses, you are agreeing to pay in full all tuition and fees associated with your schedule, whether or not you attend all classes. If you register after classes have begun you will be charged a $200 late registration fee.
ADD/DROP

You may add or drop courses during the first two weeks of the semester through Self-Service https://reg.pnca.edu. Courses dropped during the Add/Drop period will not appear on your transcript. After the Drop/Add period, you are financially and academically responsible for all classes appearing on your schedule.

WITHDRAWAL FROM A COURSE

After the Add/Drop period, your schedule is final and you are financially and academically responsible for all courses on your schedule. You may, however, withdraw from a course up through the tenth week of the semester. To withdraw from a course, complete the Course Withdrawal Form in the Registration Office. Once you have done so, a “W” will be recorded on your transcript instead of a grade for the course. The “W” will not be calculated in your GPA (grade point average). Reduction of the course load from the full-time enrollment requirement of 12 credits per semester may adversely affect financial aid eligibility and your progress toward your degree. If you stop attending a course, but fail to complete a Course Withdrawal Form, you will automatically receive an “F” for the course. Be sure to complete the Course Withdrawal Form and submit it to the Registration Office. You should carefully consider withdrawing from a course, and should meet with your department chair, academic advisor, and a Financial Aid Office staff member beforehand. Withdrawing from a course may affect your eligibility for financial aid (see Satisfactory Academic Progress on page XX).

AUDITING POLICY

Auditing a BFA course for non-credit is an option for students who are not interested in obtaining credit. Auditing a course is allowed on a space-available basis and with the permission of the instructor. Audited courses do not count as credits earned toward a degree, nor do they affect the student’s GPA. No additional tuition will be charged for full-time students. Part-time students will be charged $635 per credit hour. You must contact an academic advisor for approval to take a course for non-credit.

REPEATING A COURSE

If you fail a required course, you must repeat it. If you fail a non-required course, you have the option of repeating it. Studio courses above the Foundation level can be taken again as studio electives. In all cases, the original grade remains on your transcript for the semester in which it was given, and the new grade is recorded on your transcript for the semester in which it was given.

INDEPENDENT STUDY

If you cannot access a particular kind or level of class through the existing PNCA course offerings, you may propose an Independent Study. The purpose of an Independent Study is to provide students with material other than the regular courses offered within the PNCA curriculum. Independent Study is for Junior or Senior students only. You may take no more than one Independent Study per semester. Each credit represents three hours of work per week for the 16-week semester. An Independent Study must first be approved by your department chair and the Academic Dean. A faculty member has the option to decline an independent study. To propose an Independent Study, you should do the following:

(1) Download an Independent Study Contract on Self-Serve under the course ND300.
(2) Request approval for your proposal from your department chair. In your proposal, state your specific goals and the projects, methods of evaluation, and number of credits for your Independent Study.
(3) If approved, your department chair will work with you to further develop your proposal and select an appropriate faculty supervisor.
(4) Submit your completed Independent Study Contract to the Registration Office. The Registrar will confirm with the Dean and if the Dean approves, they will officially register you for the Independent Study.
A studio independent study is typically 3 credits, but can be fewer in the case of making up partial units. You may not exceed a total of 6 independent study credits in all.

INTERNSHIPS

An internship is a high quality, art or design-related work experience that supplements and enhances your academic training and formal education at PNCA. Internships introduce you to a specific field, bridge the gap between the academic environment and 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, you must have completed a minimum of 60 credits and be in good academic standing. Internships can range from one to six credits, although the average number of credits is three. Each credit equals 45 hours of work (two credits equals 90 hours, six credits equals 270 hours). You may not exceed six Internship credits. Internship information is available in the Career Services Office. You should speak with Career Services, faculty members, and department chairs to find an ideal internship. Once you have secured an internship, meet with Career Services to complete the necessary paperwork. Finally, make sure to register for your internship on Self-Serve (Course number ND301) to receive credit. Internships for Communication Design majors are distinguished by the title Communication Design Internship (Course number CD441). Design students are required to complete at least one 3 credit Communication Design Internship OR C4D. An internship is to be arranged through Career Services. All internships are graded on a Pass/Fail basis.

GRADES

Evaluations of student performance are linked to the stated objectives of each course. At the onset of each course and on the course syllabus, instructors explain:

• How evaluation of student performance is linked to the course objectives
• How each element/assignment in the coursework will be considered in assigning the final grade
• The criteria used for evaluation
• The policies on attendance, make-up work, and extra credit, and the grading implications of those policies

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

- 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
- 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
- w...................... 0.00.........................Withdrawal (not included in GPA)
- I...................... 0.00.........................Incomplete
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 the 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: Pass/Fail grading is used for Internships because the course content is such that direct faulty oversight of the learning experience is not possible, making evaluation with the present grading criteria difficult. Pass implies a C grade or above. Fail implies less than a C grade. Coursework graded as Fail will not apply to the degree. Pass/Fail grades are not calculated in the GPA (grade point average).

Incomplete Grade: In certain situations, you may request an Incomplete grade for a course. Often this is when an emergency situation has occurred after week ten of the term. You may petition for an Incomplete if your situation meets both of these conditions:

(1) An extenuating circumstance (illness, family emergency) has occurred and it has prevented you from completing coursework.

(2) You are currently in good standing in the class.

An Incomplete should be viewed as a response to a recent, unexpected, and dramatic event in your life, such as an illness or family emergency. An Incomplete is not simply an extension of time to complete work for a class. It is your responsibility to obtain an Incomplete Form from the Registration Office and to present the request to your instructor. The decision to grant an Incomplete is up to the instructor, and an Incomplete may not necessarily be appropriate in all situations or for all types of courses. 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 on group critiques. An instructor will tell students what assignments, projects, or tests are required to receive a passing grade. If an Incomplete is granted, you must complete the required work within three weeks after the end of the term. At the end of this three weeks, the instructor will submit the new grade to the Registration Office.
DEANS LIST
The Dean’s List recognizes academic excellence for full-time students who achieve a grade point average of 3.85 or above for the semester. Each semester Dean’s list students are recognized publicly for their achievement. From the graduating class a small number of exceptional students will be chosen to receive Honors for Academic Excellence. These students will be acknowledged in the Commencement Program.

SATISFACTORY ACADEMIC PROGRESS, PROBATION, AND DISMISSAL
Students who do not achieve a grade point average of at least 2.0 (C) in a semester will be placed on academic probation the following semester. Probation is limited to one semester. To regain good academic standing, the student must register for at least six credits and maintain a GPA of 2.0 or higher. Students on probation must have an academic advisor approve their registration before re-enrolling. 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 end of that semester. 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. (See page 130.)

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

LEAVE OF ABSENCE
You may take a leave of absence for up to two years, return without re-applying, and retain the degree requirements from your major at the time you initially enrolled. If you wish to take a leave of absence, you should complete the Withdraw from College/Leave of Absence Form available in the Registration Office or on the Registration Homeroom site and return it to the Registration Office before the semester in which the leave is to begin.

ELIGIBILITY TO ENTER THE THESIS YEAR
To be eligible to enter the thesis year, you must have completed all lower-division coursework; completed 90 credits; have a cumulative grade point average of 2.0 or better, with a minimum grade point average of 2.0 in the required classes for the major; have completed one full year of residence at PNCA, either as a full-time student or the equivalent as a part-time student; and may not be on probation. Students declared ineligible to enter the thesis year may appeal for review to a committee consisting of two faculty members chosen by the student’s 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. A more detailed account of the senior year process is covered in the Thesis Handbook.

ELIGIBILITY TO GRADUATE
BFA seniors must maintain at least a 2.0 (C) grade point average during both semesters of the senior year. Being on academic probation is not allowed during the senior year. Students must also achieve at least a 2.0 (C, not C-) grade, in their Thesis Critique Seminar, and Thesis Development and Professional Practices classes in the first semester, and in their Thesis Studio class in the second semester. 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 more information about the thesis process.
ELIGIBILITY TO WALK IN COMMENCEMENT

Seniors who have successfully completed all required coursework for the degree are eligible to participate in the commencement exercises. If a senior has any outstanding credits, they will not be allowed to walk in the commencement ceremony. Students who have completed their Thesis coursework but still have outstanding requirements have a maximum of 1 year to complete this work at either PNCA or another accredited institution in order to remain under their current academic requirements. If the student does not complete their work within this time frame, they will be responsible for any curricular updates made since they started their program. It is recommended that students contact an academic advisor at PNCA for advice on how best to complete any remaining credits. The student's graduation date will be the end of the semester in which all degree requirements are completed and official transcripts have been received by the Registrar. They would then be eligible to participate in the next commencement exercises.

GRADUATION DETAILS

In the semester before their final semester, the academic advising office will give students preliminary notice of their credit status for graduation. Students take part in planning the commencement program, including distributing the announcements and voting for their graduation speaker. If you have an outstanding balance on your account you will not receive your diploma until all financial obligations to the College have been met.

GRADUATION AND PERSISTENCE RATES

The following data reflects the number of first-time, full-time freshman graduates from PNCA:

- Graduation rate based on the 2007 cohort: 36% (number of first-time freshmen who graduated within six years)
- Persistence rate for the 2012 cohort: 74% (number of first-time freshmen who entered fall 2012 and re-enrolled in fall 2013)

*Additional attrition and graduation statistics are available from the registrar.

WITHDRAWAL FROM THE COLLEGE DURING THE SEMESTER

You may withdraw from the College up through the tenth week of the semester. To officially withdraw from PNCA, you must complete and submit the Withdraw from College Form in the Registration Office. Once you have done so, a grade of “W” will be recorded on your transcript for all courses. The “W” will not be calculated in your GPA (grade point average). You should carefully consider withdrawing from the College, and should meet with your department chair, academic advisor, and a staff member in the Financial Aid Office beforehand. If you officially withdraw from the College before the tenth week of the semester, you may be eligible for a refund of tuition, as follows:

- Before the first week: 100% of tuition refunded
- During the first week: 90% of tuition refunded
- Second week: 80% of tuition refunded
- Third week: 70% of tuition refunded
- Fourth week: 60% of tuition refunded
- Fifth week: 50% of tuition refunded
- Sixth week: 40% of tuition refunded
- Seventh week: 30% of tuition refunded
- Eighth week: 20% of tuition refunded
- Ninth and Tenth Weeks: 0% refund
After the tenth week of the semester, you may no longer officially withdraw from the College. If you don’t attend classes, a grade of “F” will be recorded on your transcript for all courses, and this grade will be calculated in your GPA. If you must withdraw from PNCA due to an emergency, you may petition for a Special Circumstance Withdrawal from College. This withdrawal is only granted in the case of a dramatic and extenuating event that is unexpected, disabling, and outside your control, such as sudden illness or death in the immediate family. Your petition should be made in writing and directed to the Registrar, who will convene a meeting of the Academic Policy Review committee. You will need to provide documentation of the emergency, such as a signed letter from a medical provider. The Director of Student Life will give you the guidelines for Special Circumstance Withdrawal from College to help you decide whether or not you qualify for this type of withdrawal, and to help you write your petition if you do qualify.

SPECIAL CIRCUMSTANCE WITHDRAWAL FROM A COURSE

In the case of a personal emergency, you may petition for a Special Circumstance Withdrawal from a course. This withdrawal is only granted in the case of a dramatic and extenuating event that is unexpected, disabling, and outside your control, such as sudden illness or death in the immediate family. Your petition should be made in writing to the Registrar, who will convene a meeting of the Academic Policy Review committee. You will need to provide documentation of the emergency, such as a signed letter from a medical provider. The Director of Student Life will give you the guidelines for Special Circumstance Withdrawal to help you decide whether or not you qualify for this type of withdrawal, and to help you write your petition if you do qualify. The Academic Policy Review Committee makes all final decisions on Appeals.

READMISSION AFTER DISMISSAL

If you are dismissed for unsatisfactory academic progress, you must enroll as a full-time student at another accredited institution for a minimum of one semester or two quarters, and achieve a GPA of at least 2.0. Courses taken during this time should support PNCA coursework. To be readmitted after fulfilling the above requirement, you must write a letter of petition to the Registrar requesting readmission, and have official transcripts sent from the institution you attended. Readmission will be determined by the Dean’s Office in concert with the appropriate academic programs at PNCA. Additional steps may be necessary to regain your financial aid eligibility. Please see an academic advisor and staff in the Financial Aid Office for additional information.

PROTECTION AGAINST IMPROPER EVALUATION

PNCA students are responsible for meeting the standards of academic performance established by their faculty at the beginning of each semester in each course in which they are enrolled. The course requirements and the instructor’s expectations for performance should be clearly stated in each course syllabus. Students should request clarity if they have questions and have the right to be heard by instructors. Appropriate staff members can be consulted in cases where there are lingering questions regarding instructor judgment on grading.

CONTESTING A GRADE

You have the right to question a grade and should first contact your instructor, since clerical errors are sometimes made in the grading process. If you still feel that you have not received an appropriate grade after discussion with your instructor, you should contact the department chair, or if the grading was done by a department chair, follow up with the Academic Dean. If this step does not lead to resolution, the following formal procedure is available to challenge your grade. All documents required for the procedure will be kept in your academic file in the Registration Office. Write a statement of your grievance and submit it to the appropriate department chair and Academic Dean as soon as possible following your receipt of the grade you want to contest. Please provide detail and evidence of why the grade was incorrectly given. The department chair or Dean will, within one week of receiving
COURSE EVALUATIONS
Course evaluations are essential to BFA program development. The evaluation process provides you with the opportunity to anonymously provide feedback about the quality of instruction, facilities, and equipment in your classes. Evaluations are completed at the end of each semester and are reviewed to continue to improve academic quality.

MATH CHALLENGE EXAM
You may take the math challenge exam in an attempt to waive one semester of Mathematics. 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. The math challenge exam is offered during fall semesters only. Contact the Liberal Arts department chair for more information.

DIGITAL TOOLS CHALLENGE EXAM
If you have significant experience with digital design tools and media, you may challenge the Visual Elements: Digital Tools class. Log on to www.pnca.edu/digexams and follow the directions for taking the Digital Tools challenge exam. It is important that you do this before the end of the drop / add period of class to avoid partial payment for the class (please see the “Withdrawing from a Class” and “Add/Drop” section of this handbook for more information). For more information, contact the Foundation Department chair.

CHALLENGE TO PLACEMENT IN A COURSE
You may challenge placement in a course if you can provide evidence that your skill level is equal to or beyond the level of the course. A challenge to placement must be brought to the department chair who oversees the course, and will be reviewed by that department chair. A challenge to placement must be made prior to the Add/Drop deadline during the second week of the semester. You may challenge placement prior to the beginning of your first semester at the College. Foundation students wishing to challenge placement can find the procedure on the Foundation Homeroom site: http://homeroom.pnca.edu/sites/821

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

(1) You demonstrate, by portfolio or examination, a level of competence equivalent to the expected learning outcomes for the course.

(2) The range of your 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 credits will need to be completed by taking a course within the same category (Studio, Liberal Arts or Art History) that has the same number of credits as the waived course. A course waiver requires approval from the chair of the department in which the course is offered. Contact an academic advisor for more information.

PREREQUISITE EXEMPTION
You may challenge a course prerequisite or take a prerequisite concurrently with the sequenced 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 an academic advisor or the department chair of the department in which the course is offered for more information.
CONTINUING EDUCATION COURSE BENEFIT

Full-time BFA students may take one Continuing Education course or workshop each semester on a space-available basis. Course tuition and credit fees are waived, but you must pay the department fee and any other course-related costs. Courses offered for academic credit may count toward your degree. Check with an academic advisor to see if and how this credit may apply toward your requirements. Students who are returning for fall semester as full-time BFA students may take one summer course on a space available basis. Some Continuing Education courses or workshops may not be available through this benefit, at the discretion of the Continuing Education Office. Contact the Registration Office for further information.

ALUMNI DISCOUNT BENEFITS

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

CROSS-REGISTRATION

The College, as a member of the Oregon Alliance of Independent Colleges and Universities (OAICU), participates in cross-registration with most of Oregon’s independent colleges. Full-time PNCA students may take one course per semester, on a space available basis, at another participating college. No additional tuition will be charged, except for special course fees. You may not register for a course at an OAICU school that is also offered at PNCA. If you want to cross-register, consult with the Academic Advising Office staff at the beginning of the semester. For more information, see the Academic Advising Homeroom site: homeroom.pnca.edu/sites/268

DOMESTIC MOBILITY PROGRAMS

PNCA is a member of the Association of Independent Colleges of Art and Design (AICAD). Among its programs, AICAD has a Mobility Program in which students may, on a space-available basis, spend one semester of their junior year in a similar program at another member institution. To be eligible for the Mobility Program, you must meet all of the following requirements:

1. A minimum of 60 completed 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
5. A completed application and portfolio

With the Mobility Program, you register and pay tuition to PNCA, but pay fees at the exchange institution. You receive credit for courses taken at the exchange institution. Consult the academic advising office for more information in your sophomore year. The application deadline is March 1 for fall and October 1 for spring. The following schools participate in the Mobility Program:

Memphis College of Art
Milwaukee Institute of Art & Design
Minneapolis College of Art & Design
Montserrat College of Art
Moore College of Art & Design
Nova Scotia College of Art & Design
Ontario College of Art
Oregon College of Art & Craft
Otis School of Art
Pennsylvania Academy of the Fine Arts
Rhode Island School of Design  
Ringling School of Art & Design  
San Francisco Art Institute  
School of the Art Institute of Chicago  
School of the Museum of Fine Arts, Boston  
University of the Arts  
Alberta College of Art & 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 & Design  
Cooper Union School of Art  
Corcoran School of Art  
Emily Carr Institute of Art & Design  
Kansas City Art Institute  
Laguna College of Art & Design  
Lyme Academy of Fine Art  
Maine College of Art  
Maryland Institute College of Art  
Massachusetts College of Art

NEW YORK STUDIO RESIDENCY PROGRAM

Each year a faculty committee selects one student to spend a semester working on independent studio work or in an internship in New York City. 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 Residency Program, you must meet all of the following requirements:

(1) A minimum of 60 completed credits  
(2) Junior standing  
(3) A minimum cumulative GPA of 2.5  
(4) A minimum of two full-time semesters completed at PNCA  
(5) A completed application and portfolio

The application deadline is March 1 for the following academic year. See the academic advising office for the application and more information or go to the Academic Advising Homeroom site at http://homeroom.pnca.edu/sites/268.

GLOBAL STUDIOS INTERNATIONAL PROGRAM

There are many opportunities for study abroad available to PNCA students. An experience abroad expands awareness, broadens experience, and exposes you 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 short-term, faculty-led programs offered each year, as well as occasional summer programs. To be eligible for these programs, you must meet all of the following requirements:

(1) Sophomore standing (30 credits) for summer or PNCA sponsored programs, junior standing (60 credits) 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  
(4) A record of personal responsibility (e.g., service to the PNCA community, employment history, successful independent study)  
(5) High level of maturity
The application deadline is October 1 for spring, March 1 for summer and fall. Consult with the Associate Director of International Studies to review program opportunities, the application process, and academic study plans. You must first apply for eligibility if you are interested in receiving financial aid or a travel grant during your study abroad. Please make an appointment with the Financial Aid Office for more information. PNCA funds are available for semester exchange and affiliated programs. Although PNCA does not offer funding to students who are studying abroad during the summer or participating in independent programs, students may be eligible to receive federal and/or state funds to meet study abroad expenses. Semester exchange students who are admitted to host institutions pay PNCA tuition and fees to PNCA. Students in affiliated programs pay the host institution’s tuition and fees to PNCA. A limited number of PNCA travel grants are available each year to assist students with travel expenses for PNCA-approved programs (PNCA short-term, affiliated, semester exchange, international internship, and summer programs). Independent Overseas, AICAD Mobility, and the New York Studio Program are not eligible for travel grants.

GRADUATE PROGRAMS EXTENSION POLICY
If a PNCA graduate candidate determines that he or she cannot finish their program on time due to extenuating circumstances (see student handbook), a petition for extension must be filed two weeks prior to the last day of the semester. An extension request form (available from the Registration Office) must be completed and presented to the Department Chair of the program for approval and then signed off by the Dean of Academic Affairs. The student must return the completed signed document to the Registration Office before the end of the current semester. Extensions are not automatically approved and may only be granted up to two consecutive additional terms. A post-study fee will be assessed for each term granted, check with the Student Accounts Office regarding fees and payment options. An IP grade (In-Progress) will be noted on the student’s transcript for each course outstanding until the completion of the program. If the student fails to complete the requirements within the time agreed set forth in the extension the remaining course work will change from IP to F (Failed).

FEES
Post-Study............................................ $750
Studio Rental....................................... Current Rate
Transfer Students

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INFORMATION FOR BFA TRANSFER STUDENTS

Students with previous college credits are welcome and valued members of PNCA's educational community. Transfer students bring to the College a diversity of ideas, experiences, and expertise that stimulate creativity and growth in the classroom. PNCA offers a comprehensive and demanding program of classes that lead to a BFA degree in the following concentration areas: Animated Arts, Communication Design, General Fine Arts, Illustration, Intermedia, Painting, Photography, Printmaking, Sculpture, Video and Sound and Writing. Much of a student’s success in the BFA program is based on completion of the College’s Foundation Year program prior to studying within a major. Transfer students admitted to the College at an advanced level (after Foundation Year) must have taken for credit courses that provided Foundation-level experiences similar to those in our program. It is PNCA’s intention to accept Foundation level credits earned from colleges with programs that vary from PNCA’s. Since a similar course may be worth more or fewer credits at another institution, PNCA’s academic advisor evaluates each transfer student’s transcript. A required course may be waived, but any remaining credit-hours will be added to the transfer student’s elective requirements. For example, PNCA requires three credits of Foundation 3-D Design, whereas many schools require two credits of 3-D Design. PNCA will accept the other school’s two credit course in fulfillment of our course requirement, but will add the remaining one credit to the student’s studio elective requirement.

BFA TRANSFER CREDIT

PNCA will accept credit from any regionally-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 C grade or better will be considered for transfer. PNCA’s requirements for a BFA degree include a minimum of 45 required and elective credits in Liberal Arts, Science, Mathematics, and Art History. All or part of these credits may be transferred from another institution. To transfer, the course work must be relevant to PNCA’s degree requirements. Please see the on-line catalog for course descriptions and more information about these requirements: https://reg.pnca.edu/reg/Search/CatalogSearch.aspx

Examples of relevant course work in Liberal Arts and Science:

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 Science: Biology, Botany, Chemistry, Geology, Physics, Zoology, Atmospheric Science, Biochemistry, Biophysics, Geography, Microbiology, Entomology

TO FULFILL REQUIREMENTS FOR UPPER DIVISION COURSE CREDITS

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. Art History transfer credits only apply to comparable Art History requirements at PNCA; they do not count toward general Liberal Arts requirements or electives. Because they are not required by PNCA’s curriculum, credits in Physical Education, Computer Sciences, Engineering and Applied Sciences, Business Administration, and other similar areas of study are not transferable. PNCA’s BFA degree requirements include a minimum of 66 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 factor in determining if credit will transfer to PNCA. For credit to transfer, a previously taken course must be similar in content and depth to a course listed in PNCA's current catalog. PNCA credits are earned on a semester basis. A quarter credit is worth 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 evaluated for transfer once the PNCA Registrar receives your official transcript.
# Student Life

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THE OFFICE OF STUDENT LIFE

The Office of Student Life supports the student experience by facilitating opportunities to engage in growth, community, and self-expression. The goal of Student Life is to encourage self actualization by fostering student experiences which aid in discovering and understanding individual strengths and abilities. The Student Life staff wants to help make your time at PNCA successful and enjoyable.

Rachael Allen, Director of Student and Residence Life
Jordan Bermingham, Associate Director of Residence Life
Wayne Bund, Student Life Coordinator

Our support initiatives to students include, but are not limited to:

- Facilitating Student Life events.
- Managing the Residence Life program.
- Assisting Student Council and student clubs.
- Managing the PNCA Counseling Center.
- Scheduling the IN FLUX gallery.
- Coordinating the student health insurance program.
- Coordinating accommodations for students with disabilities.
- Publishing the Student Handbook
- Producing Student Orientation and the Commencement ceremony.

STUDENT COUNCIL

PNCA’s Student Council meets weekly to provide a forum in which students can voice your opinions and receive information about opportunities and issues concerning the student body. Funded through student fees and supported by the college administration, Student Council also allocates student funds for the betterment of the student body as a whole by supporting services and activities for students.

Student Council strives to motivate students by providing an opportunity for students to voice your opinions and make recommendations to the administration to enhance the quality of student life. Student Council is also 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 College’s student health insurance or their own health insurance. All BFA students enrolled for at least six credits are automatically enrolled in the College’s health insurance and are billed the premium at the beginning of each semester. Students who have other health insurance coverage have until the first day of each semester to complete a health insurance waiver and return it to the Student Accounts office. Students who waive the College’s coverage will be credited the premium and will not be covered under the PNCA plan. Summer coverage is included in spring term coverage.

For details about student health insurance, contact the Student Life Office.

STUDENT COUNSELING SERVICES

The PNCA Counseling Center is also available at no out-of-pocket expense to students for the first 10 sessions. An additional five sessions are usually available for a fee of $25 per session. To make an appointment with the Director of the Counseling Center, Dr. Forrest Kubick, call 503-318-7736 or email fkubick@pnca.edu. Students enrolled in the PNCA student health insurance program also have partially funded professional mental health coverage with other therapists in the Portland area. 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 Life Office for advising and/or referral.
DISABILITY RESOURCES
PNCA provides resources and services to students with physical and/or learning disabilities as outlined in the Americans with Disabilities Act (ADA). Schools that receive federal financial aid funding are required by federal law to provide reasonable accommodations for students with disabilities. If you have (or believe you may have) a physical or learning disability please see Rachael Allen, Director of Student Life or Wayne Bund, the Coordinator of Student Life.

ACADEMIC CENTER FOR EXCELLENCE (ACE)
The Academic Center for Excellence is a peer-driven support network for PNCA students. Our mission is to help students strengthen academic performance at all levels. Peer Coaches and Faculty Fellows provide assistance developing and improving study skills, digital tools, research, writing, math, preparation for presentation, professional practices (résumés, cover letters, documentation), idea/project generation and organization, and more. The Academic Center is located on the second floor in room 201e. Send inquiries, as well as requests for in person and online coaching, to ace@pnca.edu. Peer coaches are available for individual, group, and online sessions throughout the Fall and Spring semesters. See the Academic Center for Excellence Homeroom site for policies, tips, and the latest information: http://homeroom.pnca.edu/sites/1019

ACADEMIC SUPPORT SERVICES FOR STUDENTS
Academic Advising
The Academic Advising Office guides students through PNCA’s academic policies and curriculum requirements. Each student should meet with an academic advisor at least once during each semester. The advisor will assist each student with selecting appropriate courses and creating his or her graduation plan, will monitor each student’s progress toward degree completion, and will counsel each student about his or her educational options. It is each student’s responsibility to be aware of College policies and requirements and to register for courses.

Faculty Mentoring
A faculty mentor is a faculty member who meets with students each term to assist them with a variety of academic and college life issues. Each student is assigned to a faculty mentor. Your mentor can help you select a major and better understand the structures and opportunities within your major. Your faculty mentor can also help you establish educational and career goals, and can recommend campus and community resources.

Department Chairs
Each academic department at the College is managed by a department chair or Lead, who oversees its curriculum, facilities, resources, students, and faculty. You can contact your department chair/lead for guidance about your area of concentration and to discuss your experience in the department. Your department chair/lead can also assist you with questions and concerns about courses, faculty, internships, events, and other departmental issues. A list of the department chairs and Leads and their contact information is available at the reception desk. A list is also available in this Student Handbook in the Directory.

Additional Advising Resources
The College catalog is available online at https://reg.pnca.edu/reg/ Search/Catalog-Search.aspx. The catalog lists all courses, course requirements by major, and academic policies. This PNCA Student Handbook explains PNCA’s academic policies in greater detail. Also, the Thesis Handbook contains the policies and procedures for senior year thesis students.

CAREER SERVICES
A PNCA education will give you a running start as a working artist, designer, graduate student, or creative professional. Building on the skill enhancement and portfolio development that are the essence of a BFA education, the Career Services Office connects you to the opportunities, tools, workshops, and counseling necessary to succeed in a life of creative practice. The Career Services office is located in room 101. We can help you develop expertise in a wide variety of topics, including how to:
• Identify, research, and successfully apply for internships, jobs, grants, residencies, and exhibitions
• Prepare your résumé and portfolio
• Manage the business side of your art and/or design practice
• Plan for and research graduate school
• Plan and develop your career
• Document your work
• Search for a part-time job

To access Career Services resources you can attend one of our workshops, meet with the Career Services Director or a peer advisor and visit the Career Services Homeroom site: http://homeroom.pnca.edu/sites/186 and the Fine Arts Internships Homeroom site: http://homeroom.pnca.edu/sites/3132 and the Communication Design Internships Homeroom site: http://homeroom.pnca.edu/sites/3133

ADVANCEMENT OFFICE

The PNCA Advancement Office works closely with the Board of Governors as well as staff, faculty, students, alumni, parents, and community members to build the human and financial resources to support PNCA’s 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 is responsible for seeking support from alumni, parents and friends. They pursue corporate gifts and foundation grants as well as staging numerous fundraising events, including the PNCA Gala at the end of spring semester.

A priority of the Advancement team is raising funds for PNCA’s Annual Fund, which provides vital support for scholarships, student assistance, faculty, exhibitions, public programs, and technology/equipment. The team also organizes exhibition opening receptions and public lectures throughout the year, which serve to heighten the visibility of the College, its programs, faculty and students.

ALUMNI AFFAIRS

PNCA’s Alumni Affairs is part of the Advancement Office. PNCA is committed to involving alumni through reunions, events, and exhibitions. Increasing 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 & Security

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SECURITY DEPARTMENT

The goal of PNCA's Security Department is to provide a safe environment for students, faculty, staff, and visitors. 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 community member who relies on the police to enforce city ordinances and state and federal laws, and to make arrests when necessary. 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 in the surrounding area by being involved with various community policing programs. For security purposes, the campus does not include any publicly owned sidewalks or streets surrounding any of the venues listed below. For security purposes, the campus is defined as:

- Goodman Main Campus Building, 1241 NW Johnson Street
- IIID Annex, 825 NW 13th Avenue
- Animated Arts Department, Illustration Department, and MFA in Collaborative Design Program, 815 NW 13th Avenue
- Stevens Studios Annex, 1432 NW Johnson Street
- Center4Design (C4D), 1302 NE Kearney Street
- MFA in Visual Studies Studios, 1830 NW 19th Avenue
- MFA in Applied Craft and Design Studios, Bison Building, 421 NE 10th Avenue.

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 other staff

CRIME PREVENTION ON AND OFF THE PNCA CAMPUS

When the police are involved with a crime or altercation on PNCA property, security staff observe and gather as much information as possible without interfering with the police. This information is then written on an Incident Report Form. Security decides on the importance of reporting it to the PNCA president. Students can view the Incident Report Forms at the Security Desk or 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 the PNCA premises.

CRIME PREVENTION PROGRAMS

During the annual Student Orientation, students, faculty, and staff are given an overview of security procedures and safety concerns relating to the campus and its urban environment. During the school year, the PNCA Security Department sponsors crime prevention and personal safety presentations by the Portland Police Bureau. The PNCA lobby, Feldman Gallery, Swigert Commons, Charles Voorhies Fine Art Library, BFA Student Gallery, and Higgins Gallery are designated public areas.

Only students, faculty, staff, and authorized personnel are allowed access to nonpublic areas of the PNCA campus. All students and staff are issued ID cards and must be prepared to present them if asked. Students must sign in at the Reception Desk when entering the building after 10 p.m. PNCA is not responsible for loss of or damage to any personal possessions on campus. Please take care to protect your possessions from theft.
**SEX OFFENDER INFORMATION**
For information about sex offenders, please call 503.378.3725, Ext. 4429 or e-mail Sexoffender.Questions@state.or.us

**EMERGENCY PROCEDURES**

**First Aid**
First aid supplies for treating minor injuries are available in the first aid boxes on each floor of the building. A first aid kit is also located at the Reception Desk. 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 both floors of the College. Gloves should be disposed of immediately after use; replacements are available from the Facilities Office.
2. Wash your hands immediately after administering first aid.
3. Avoid getting blood from an injured person into 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 the 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. Report the incident to the receptionist or security guard.
6. Fill out an Incident Report Form.

**Fire Evacuation**
If the fire alarm 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 Southeast 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 sound 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.
6. There are PNCA staff and faculty members who serve as floor wardens to assist an evacuation.

**Earthquake Safety**
In the event of an earthquake:

1. Do not leave the building.
2. Go to the nearest safety spot (under a desk, or in a 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.

**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 you are concerned about the safety of your studio environment or the equipment...
or materials you are using, contact a member of the Safety Committee and request that they 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 campus or on the sidewalks surrounding campus, be aware of persons and/or activities around you. If you notice suspicious persons or behavior, contact a security guard immediately. A guard can be contacted by dialing 397 from any campus phone or 503.841.2890 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 prop doors open or let unknown persons into the building.
- Report any questionable persons who loiter or act suspicious in your area.
- If you are the victim of a crime on PNCA's campus or in the surrounding areas after 10:00 pm, go to the Reception Desk in the Main Campus Building to file a report.

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 Form.
- It is the victim's responsibility to complete a victim crime report. This form can be obtained at the 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.
Student Code of Conduct

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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 rather 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 fellow students, faculty, staff, and other members of the College community. Students at PNCA will:

- Take responsibility for their education by participating in class activities, learning the necessary material, advocating for their own needs, and knowing the rules and regulations that govern enrollment and graduation.
- Follow the lawful direction of faculty and staff and provide information and identification upon request.
- Respect the teaching/learning environment by interacting appropriately in classrooms and studios and by following safety guidelines.
- Honor individual differences and diverse viewpoints.
- Maintain honesty and integrity in all work, communication, and interactions.
- Respect the campus community through proper use of 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 where College codes, policies, and/or regulations have been violated, 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 codes, policies and/or regulations by BFA and MFA students are handled by the Director of Student Life, 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.

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 programs. The term "student" also includes persons who withdraw after allegedly violating the Student Conduct Code, or who do not officially enroll for a particular term but have a continuing relationship with the College, or who have been notified of their acceptance for admission. The Student Conduct Code applies on all College premises.

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

(4) The term "College official" includes any person employed by the College who performs assigned administrative or professional duties.

(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 Director of Student Life.

(6) The term "College premises" includes all land, buildings, 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 who are recognized by the school as a student organization.
(8) The term “Student Conduct Board” means any person or persons authorized by the Director of Student Life 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 Director of Student Life to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Director of Student Life 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 Director of Student Life may authorize the same Student Conduct Administrator to impose sanctions in all cases. Unless there is a conflict of interest, the Director of Student Life 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 Director of Student Life to consider an appeal to a Student Conduct Board’s determination that a student has violated the Student Conduct Code, or to 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 Director of Student Life 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 Conduct Code, the Residence Life Policy and Resource Guide, the PNCA website, the Thesis Handbook, the Computer Use Policy, and College catalogs.

(15) The term “cheating” includes, but is not limited to:
   a. Using any unauthorized assistance in taking quizzes, tests, or examinations
   b. Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
   c. Acquiring, without permission, tests or other academic material belonging to a College faculty or staff member
   d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or in class discussion.

(16) The term “plagiarism” includes but is not limited to the use, by paraphrase or direct quotation, of another person’s published or unpublished work in any form (including the Internet) 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 has violated this Student Conduct 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.

(18) The term “Accused Student” means any student accused of violating this Student Conduct Code
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 Director of Student Life shall develop policies for administration of the Student Conduct Code and procedural rules for the 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.

III. CONDUCT

A. JURISDICTION OF THE STUDENT CONDUCT CODE
The Student Conduct Code shall apply to conduct that occurs on College premises, at institutions associated with PNCA’s Global Studios and Exchange Programs, at College-sponsored events, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for knowing this Student Conduct Code from the time of application for admission through to the awarding of a degree. 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 (even if his/her 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 Director of Student Life shall decide whether the Student Conduct 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 favorably 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, plagiarizing, or other forms of academic dishonesty
   b. Furnishing false information to any College official or faculty member
   c. Forging, altering, or misusing any College document, record, or instrument of identification.

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

(3) Physical abuse, sexual harassment or misconduct, verbal abuse, 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, and/or scarification. Because of potential health hazards, the use of any human or animal body parts or fluids is prohibited. Performance art involving live sexual contact is also prohibited.

(4) Attempted or actual theft of and/or damage to the College’s or to a College community member’s property, or to 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 into, admission to, affiliation with, and/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 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), 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) Participation 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 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 while on College premises to make an audio or video recording of any person 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 read, use, or change its contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual's identification and/or password.
   d. Use of computing facilities and/or resources to interfere with the work of another student, faculty member, or staff member.
   e. Use of computing facilities or resources to send obscene or abusive messages.
   f. Use of computing facilities and/or resources to interfere with normal operation of the College computing system.
g. Use of computing facilities and/or resources in violation of copyright laws. h. Any violation of the PNCA Computer Use Policy.

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

a. Failure to obey a notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct Code

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 participation in, or use of, the Student Conduct Code

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 before, during, and/or after a Student Conduct Code proceeding

h. Failure to comply with the sanction(s) imposed in the Student Conduct Code

i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code

C. VIOLATION OF LAW and COLLEGE DISCIPLINE

(1) PNCA disciplinary proceedings may be instituted against a student who is charged with conduct that violates both the law and the Student Conduct Code (i.e., if both violations result from the same incident), without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. At the discretion of the Director of Student Life, proceedings under the Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Determinations made or sanctions imposed in accordance with the Student Conduct Code shall not be subject to change even if criminal charges arising out of the same incident are dismissed, reduced, or resolved in favor of, or against, the criminal-law defendant.

(2) When a student is charged with violating the law by federal, state, or local authorities, 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 offense is also being dealt with under the Student Conduct Code, the College may inform off-campus authorities of the 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 to enforce criminal law on campus and maintain the conditions imposed by criminal court 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 government representatives as they deem appropriate.

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 Conduct Code. The individual filing the charge must put the offense in writing and address the letter to the Director of Student Life, and must do so as soon as possible after the event has taken place, preferably within one month from the date the complainant first
attempted to resolve the matter. In cases of charges of sexual harassment and/or misconduct, the procedure described in the Sexual Misconduct Policy (see page 105) will take precedence over Student Conduct Code procedures.

(2) A student conduct administrator selected and authorized by the Director of Student Life may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of all parties involved. 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 as the Student Conduct Board or a member thereof. If the student admits to violating institutional rules, but sanctions are not agreed to, the 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 elect to impose sanctions against a student without his or her consent, at the discretion of the student conduct administrator. See Section IV(D) for information about the appeals process.

(3) All charges shall be presented in writing to the accused student. Scheduling of the Student Conduct Board hearing shall not occur less than five nor more than 15 calendar days after the student has been notified of the charges against him or her. The maximum time limit for scheduling a Student Conduct Board hearing 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 and his or her advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing during 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 cases involving more than one accused student, the Student Conduct administrator, at his or her discretion, may permit the students’ Student Conduct Board hearings to be conducted either separately or jointly.

d. The complainant and the accused student have the right to be assisted by an advisor of their choosing, at their own expense. The advisor must be a member of the College community and may not be an attorney. The complainant and/or the accused student should select an advisor whose schedule allows him or her to attend the Student Conduct Board hearing, since delays due to advisors’ scheduling conflicts will not normally be allowed.

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 arrange for the attendance of witnesses who are members of the College community 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. The complainant and accused student may suggest questions to be answered by each other or by other witnesses. The Student Conduct Board will direct such questions to the Student Conduct Board chairperson, rather than to the witness directly. This method preserves the neutral tone of the hearing and avoids creating an adversarial environment. Questions about whether potential information will be admitted shall be resolved at the discretion of the Student Conduct Board chairperson.

f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board member at the discretion of the Student Conduct Board chairperson.
g. All procedural questions are subject to the final decision of the Student Conduct Board chairperson.

h. After the conclusion of the portion of the Student Conduct Board hearing during 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 or not the accused student has violated the section(s) of the Student Conduct Code that he or she is charged with violating.

i. The Student Conduct Board’s determination shall be made based on whether it is more likely than not that the accused student violated the Student Conduct 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 hearings.

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

(6) If an accused student, with notice, does not appear at a Student Conduct Board hearing, the information supporting the charges against the student shall still be presented and considered, even though 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 during the hearing from the complainant, the accused student, and/or other witnesses by providing separate facilities, by using a visual screen, and/or by permitting participation in the hearing by telephone, videophone, closed circuit television, video conferencing, video tape, audio tape, written statement, or other means, as determined by 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 he or she 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 violates any institutional regulation(s) during the probationary period.

   c. Loss of Privileges: Denial of specified privileges for a designated period of time.

   d. Fines: Previously established and/or published fines may be imposed.

   e. Restitution: Compensation to the complainant for loss, damage, or injury. This may involve appropriate service and/or monetary or material replacement.

   f. Discretionary Sanctions: Work assignments, essays, service to the College, or other related discretionary assignments.

   g. Residence Life Suspension: Separation of the student from ArtHouse for a definite period of time, after which the student will be eligible to return. Conditions for readmission to the student housing shall be specified.

   h. Residence Life Expulsion: Permanent separation of the student from PNCAsponsored housing.
i. College Suspension: Separation of the student from the College for a definite period of time, after which the student will be eligible to return. Conditions for readmission to the College 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 for obtaining a degree, or for other serious violations committed by a student prior to graduation.

l. Withholding of Degree: The College may withhold awarding a degree otherwise earned until the removal of all sanctions imposed.

(2) More than one of the sanctions listed above may be imposed for a single violation.

a. Other than expulsion from the College or revocation or withholding of an awarded 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 and upon written request to the Student Conduct administrator, the student’s disciplinary and/or academic record may be expunged of disciplinary actions with the exception of residence hall expulsion, College suspension, College expulsion, and/or revocation or withholding of a degree awarded. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, and/or revocation or withholding of a degree shall be expunged from the student’s confidential disciplinary 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 Student Conduct hearing and of the sanctions imposed, if any, shall be entered into the academic and/or disciplinary records of both the accused student(s) and the student(s) claiming to be the victim, since each student’s education and chance of success in the academic community may be impacted.

(3) The following sanctions may be imposed upon groups, clubs, 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, club, or organization has violated the Student Conduct 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 or on 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 the sanctions recommended by 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, club, and/or organization (and the 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 Director of Student Life, 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 College community members or to preserve College property
   
   b. to ensure the student’s own physical or emotional safety and well-being
   
   c. if the student poses an ongoing threat to, disruption of, or 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 to all other College activities or privileges for which the student might otherwise be eligible, as determined as appropriate by the Director of Student Life or the Student Conduct administrator.

(3) The interim suspension is not a replacement for the regular hearing 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 business days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct administrator or to 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 the 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 present information in support of his/her/their claim that the Student Conduct Code was violated, and giving the accused student(s) a reasonable opportunity to prepare and 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 regarding the accused student was based on substantial information, that is, whether there were facts that, if believed, were sufficient to establish that a violation of the Student Conduct Code occurred.

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

   d. To consider new information or other relevant facts sufficient to alter a decision, which were not presented in the original hearing because such information and/or facts were not known to the person appealing at 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, and the Student Conduct board hearing will be reopened 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.
V. INTERPRETATION & REVISION

A. Any question regarding interpretation or application of the Student Conduct Code shall be referred to the Director of Student Life or his or her designee for final determination.

B. The Director of Student and Residence Life shall review the Student Conduct Code every three years.
## Administrative Withdrawal Policy

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I. Introduction

(1) 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 for withdrawal have been exhausted, and will be used only after thoughtful consideration by members of the Student Life staff.

(2) Students subject to the Administrative Withdrawal Policy are encouraged to consult with family members, whether an administrative withdrawal is voluntary or involuntary. Family members of a student under 18 years of age will be informed without, but preferably with, the student’s permission.

(3) Students may become subject to this Policy through referral to the Director of Student Life. 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 Life or Security.

II. Conditions for Involuntary Administrative Withdrawal

(1) A student will be subject to involuntary administrative withdrawal from PNCA when, in the judgment of the Director of Student Life, there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:
   a. Will harm him/herself or others
   b. Will cause significant property damage
   c. Will be substantially unable to meet his or her responsibilities as a student
   d. Will be unable to care for his or her daily physical needs without assistance, and has failed to secure such assistance
   e. 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 Director of Student Life 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

In determining whether or not a student’s behavior meets the criteria set forth in Section II, the Director of Student Life 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. A student is required to sign any releases deemed necessary to share relevant information about his or her condition with those who are involved in the evaluation and assessment process. An Involuntary Administrative Leave Withdrawal may be imposed on a student who fails or refuses to undergo an evaluation or who fails 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 of his or her referral for evaluation in writing, either by hand delivery or by certified or overnight mail. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted in writing by the Director of Student Life.
IV. Procedures

A. Meeting with the Director of Student Life

(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 Director of Student Life for the purpose of determining whether he or she, 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 it is determined that the student lacks the capacity to participate in such a meeting, he or she will be subject to immediate interim withdrawal, 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 Director of Student Life 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 Director of Student Life, and will be allowed to continue as a student.

B. Withdrawal Options

(1) Voluntary Administrative Withdrawal: If, after the informal meeting with the Director of Student Life, the student agrees to withdraw voluntarily from the College, regular withdrawal procedures will be followed (see page 104). The student may be permitted to withdraw voluntarily without grades if, in the judgment of the Director of Student Life and the academic dean (after consultation with and approval by the student’s instructors), the circumstances warrant such permission. 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 Director of Student Life decides that the student should withdraw from the College and only be permitted to re-enter the College with approval from the college, the student shall be involuntarily withdrawn from PNCA. The student will be notified in writing of this decision within five business 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 Director of Student Life may require behavioral evidence that the student is ready for reinstatement such as steady employment or satisfactory academic performance at another college. The Director of Student Life 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 Director of Student Life 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.

*See standard withdrawal policies regarding tuition refunds and financial aid.
C. Appeal

(1) If the student fails to accept the involuntary administrative withdrawal, the student shall notify the Director of Student Life of such refusal within five business days of receipt of the written decision. If the student fails to notify the Director of Student Life of such refusal within five business days of receipt of the written decision, the student will be deemed to have waived his or her right to appeal the involuntary administrative withdrawal decision.

(2) The student may appeal the withdrawal decision in writing to the Vice President of Enrollment Services, who will administer the appeals process. The Vice President of Enrollment Services will review the written decision of the Director of Student Life and any additional materials that were considered in the decision to involuntarily withdraw the student. The Vice President of Enrollment Services will thereupon determine whether to hear the appeal personally or to appoint an Appeals Committee to hear the appeal. If the Vice President of Enrollment Services opts to appoint an Appeals Committee, the committee will consist of him- or herself (or his or her designee) and two staff members from outside the Student Life office. The committee shall review the withdrawal decision using the following criteria:

a. Was the evidence reviewed by the Director of Student Life sufficient to justify a determination?

b. Was the determination in keeping with the gravity of the behavior?

c. Is there evidence that the Director of Student Life acted in a capricious or prejudicial manner?

(3) The Appeals Committee shall prepare a written decision containing their findings and conclusions. Copies of the decision shall be furnished to the student and the Director of Student Life. The decision of the Appeals Committee shall be final and conclusive and not subject to further appeal.

V. Immediate Interim Withdrawal

A. IMMEDIATE INTERIM WITHDRAWAL MAY BE IMPLEMENTED

An immediate interim withdrawal from the College and from College 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) Currently unable to participate in academic activities due to the presence of delusions, hallucinations, grossly disorganized or catatonic behavior, or incoherent speech

(5) Neglecting to complete a required psychological or medical evaluation

(6) Lacking the capacity to participate in a meeting with the Director of Student Life to discuss an administrative withdrawal.
B. NOTIFICATION AND REVIEW
A student subject to immediate interim withdrawal will be notified in writing and/or orally (depending on the urgency of the situation), and then will be given an opportunity to appear before the Director of Student Life, or a designee, within two 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 of causing property damage, or of directly impeding the lawful activities of others
(3) Whether or not the student has completed or submitted an evaluation, in accordance with the 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. UPHOLD OR CANCEL
At the conclusion of this meeting, the Director of Student Life 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 outlined in this policy.

VI. Confidențiality
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 Director of Student Life 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 disciplinary record and not that of the academic record. The academic record 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 Director of Student Life 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 & Misconduct Policy

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Preamble

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 operating 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 (9:00am - 5:00pm, Monday through Friday), you are also strongly urged to contact either of the following school staff as soon as reasonably possible to report any sexual misconduct you believe may have occurred:

Rachael Allen, Director of Student Life
503.821.8920 | rallen@pnca.edu

Mark Takiguchi, Academic Dean
503.821.8960 | mtakiguchi@pnca.edu

PNCA’s Title IX Coordinator is the Vice President for Finance and Administration: 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 (or by Customer Service Hotline: 800.421.3481; fax: 202.453.6012; TDD: 877.521.2172; email: OCR@ed.gov: or www.ed.gov/ocr

I. INTRODUCTION

A. Overview and Purpose

Sexual Misconduct, as defined by the College’s “Policy and Procedures for Student Sexual Misconduct Complaints,” comprises a broad range of behavior that will not be tolerated in the College’s community. For purposes of this policy, “Sexual Misconduct” includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse; see below for each term’s full definition. 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 for 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 is also required to provide due process to students accused of Sexual Misconduct. This policy is designed to provide a fair process for both/all parties while also ensuring the 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 is 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


“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.


“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 another 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(s) knew, or whether 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” means 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. See Section 4, below, for more information.

“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 at a place other than: College-owned or -leased property, College sanctioned functions, the permanent or temporary local residence of a College student, faculty member, employee, or visitor, or anywhere 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 that
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, by itself, is not sufficient to constitute Sexual Harassment. The conduct in question must be objectively intimidating, hostile, or offensive, and must interfere with a person’s right to equally participate in College programs and activities. 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 the 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.1, above, there is no time limit to invoking this policy in response 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 (i.e. the student is working on his or her thesis project), it is the responsibility of the complainant to consult with the Coordinator regarding the accused student’s intended date of graduation, and to file a complaint in a timely manner when personal jurisdiction over the accused student would otherwise be lost pursuant to Section II A.1, above. The conferral of a degree may be deferred until any Sexual Misconduct charges have been properly resolved, provided that a hearing is scheduled for the earliest practicable date that may 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 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(s) or interim measure(s) imposed in response to the original 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 Student Conduct Code directly related to the alleged Sexual Misconduct, or any alleged violations of the Student Conduct Code itself. 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 III. D. below, and/or other Conduct Code violations that occurred in the course of the alleged Sexual Misconduct. It is not the practice of the College 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 Conduct Code.

E. Effect of Criminal Proceedings
Because Sexual Misconduct may constitute both a violation of College policy and a criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful for gathering 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 the 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 procedures, or the grounds for the law enforcement agency’s 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 with seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline prosecution. The filing of a complaint of Sexual Misconduct under this policy 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 intervention available to the complainant. (Detailed information about sources of support and immediate intervention available to the complainant at the College and within the local community is also available in the College’s Student Life 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 ascertain the name of the accused student, and the date, location, and nature of the alleged Sexual Misconduct. The Coordinator (or Deputy) will schedule an intake meeting with the accused student to provide the accused student with 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 a formal complaint and forward it to the Investigators, 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 that the College investigate and take reasonable action in response to the complainant’s information. The Coordinator (or Deputy) will inform the complainant 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 made 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 due to the complainant insisting 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, 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 is 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 to be investigated 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 event(s) in question. A typical investigation will be completed within sixty (60) days, if not sooner. The Investigative Report will be distributed concurrently to both 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 that a hearing should be granted, the Investigators may, where the alleged Sexual Misconduct is sufficiently serious in their reasonable discretion, cause a hold to be placed on the accused student.
student's transcript pending formal resolution of the complaint. A complainant whose request for a hearing is denied, and an accused student whose transcript is 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, the determination of which is subject to appeal pursuant to Section IV. H. 14 hereof. For purposes of this sanction hearing, all 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 provision 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, during 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 receiving 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 the Panel to proceed and determine the complaint based on 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 an advisor who has completed the training required by the College to each party; however, a student may select a secondary advisor of his or her choosing, including another student, but such secondary advisor may not be an attorney (see Section IV. H. 4., 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 the advisor might be a witness, or in cases where the 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 advising. 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, 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, 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 the deadline. The parties are responsible for their witnesses’ attendance 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 will review the parties’ respective lists of proposed witnesses to eliminate 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 on the Panel, 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 witnesses’ statements contained in the Investigative Report if such witnesses are unavailable to attend the hearing. The Chair will determine the order of the witnesses and will resolve any questions of procedure that arise 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. 1., 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 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 the 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 information that should have been presented at the prehearing 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 or from 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 the Panel to 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 that a party requests (upon prompt payment of the transcription fee by the requester). 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 evidence presented and shall 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 violation(s) 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. A sanction imposed by the Panel is 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 College 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. 1 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 there-disclosure of this information. Accordingly, following the hearing, the Panel will issue a written decision letter (the “Final Outcome Letter”), concurrently to 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(s) 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.” Although less formal than Formal Resolution, Informal Resolution is a 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 the 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 the proposed sanction, a hearing before the Board will be convened for the exclusive purpose of determining a sanction, the determination of which is subject to appeal pursuant to Section IV. H. 14. For the purposes of this sanction hearing, all 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 provision 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 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 advisors 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 must 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. 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.

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 against 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. In cases where the complainant’s desire to maintain anonymity may constrain attempts to establish facts and eliminate the alleged harassment, PNCA will attempt to find the right balance between the complainant’s desire for confidentiality and PNCA’s responsibility to provide an environment free of sexual harassment. However, PNCA may take formal action to ensure an environment free of sexual harassment and/or sexual misconduct.
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RIGHTS AND RESPONSIBILITIES

Freedom from Harassment and Discrimination
PNCA is committed to maintaining a community of work and study for faculty, administra-
tors, staff, and students that is 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 from sexual harassment or 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 any
other status protected by law. Prohibited harassment in any form, including verbal and/or
physical conduct, visual displays, threats, demands, and retaliation is unlawful and will not be
tolerated. The Policy on Sexual Harassment and Misconduct (see page 105) explicitly applies
to PNCA students, faculty, staff, and all other individuals engaged with College activities.
Students who know of harassment or who believe that they have been harassed in violation
of this policy should refer to the procedure for filing a complaint on page 128. The College
will take prompt and effective corrective action in response to occurrences of harassment,
including, where appropriate, disciplinary action up to and including termination or expulsion.

Student Records
The Family Educational Rights and Privacy Act (FERPA) of 1974 gives students certain rights
with respect to their education records. At PNCA, these rights begin the first day the student
attends a class upon matriculation. 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.

Release of Information
Students must give PNCA written consent to release their personally identifiable education
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 connected with an application for 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 education record in order to fulfill his or her professional responsibility. Upon
official request from another college, PNCA will disclose education records without consent
to officials at a school in which a student seeks or intends to enroll. As of January 3, 2012, the
U.S. Department of Education’s FERPA regulations expand the circumstances under which
your education records and personally identifiable information (PII) contained in such records,
“including your Social Security Number, grades, or other private information,” may be accessed
without your consent. First, the U.S. Comptroller General, the U.S. Secretary of Education, or
state and local educational authorities (“Federal and State Authorities”) may allow access to
your records and PII without your consent to any third party designated by a Federal or State
Authority to evaluate a federal- or state-supported education program. The evaluation may
relate to any program that is “principally engaged in the provision of education,” such as early
childhood education and job training, as well as any program that is administered by an
education agency or institution. Second, Federal and State Authorities may
allow access to your education records and PII without your consent to researchers perform-
ing certain types of studies, in certain cases even when we object to or do not request such
research. Federal and State Authorities must obtain certain use-restriction and data security
promises from the entities that they authorize to receive your PII, but the Authorities need
to maintain direct control over such entities. In addition, in connection with Statewide Longi-
tudinal Data Systems, State Authorities may collect, compile, permanently retain, and share
without your consent PII from your education records, and they may track your participation in
education and other programs by linking such PII to other personal information about you that
they obtain from other Federal or State data sources, including workforce development,
unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Requests for Non-Disclosure of Directory Information
Directory information—including a student’s name, address, telephone number, email address, date and place of birth, photograph, most recent educational agency or institution attended, enrollment dates, enrollment status (e.g. undergraduate or graduate, full-time or part-time), dates of attendance, grade level, major, participation in officially recognized activities, graduation date, degree and awards received—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. Requests to withhold directory information must be filed annually with the registrar within the first two weeks of the semester. Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure request will call for PNCA not to release any or all of the “directory information,” thus any future requests for such information from non-institutional persons or organizations will be refused. PNCA will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, PNCA assumes no liability as a result of honoring your instructions that such information be withheld.

Right to Inspect and Review Education 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 their education records if they believe they are inaccurate or misleading. Students will be asked to file a written request describing the record they wish to be amended and why it may be inaccurate. Please consult with the registrar for more details about this process.

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. It also strives to resolve conflicts through thoughtful dialog and consultation 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 their creative process may have on individuals, communities, and the human and non-human environment
- Obey federal, state and local laws
- Assure the safety of all campus community members and visitors
- Maintain the integrity of the College’s operation
- Respect institutional and personal property

STUDENT ACTIVITIES POLICY
Student activities and clubs operate under the same code of conduct as individual students do, 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 by exploring new ideas, developing an appreciation for diversity, creating new friendships, and just having fun. Through the Student Life Office, PNCA supports activities for both small and large groups, assists students with organizing special interest clubs, and arranges space for formal and informal events. Students interested in sponsoring an event or forming a student organization or club should work with Student Life staff and Student Council to develop a plan and arrange the necessary resources to help ensure a successful activity or event.
EVENTS POLICY
Any student or group of students wishing to hold an event on campus should consult with the Student Life staff. In planning an event, students need to consider many things, most of which need to be arranged in advance: security, set-up, cleanup, supplies, and liability insurance (if applicable).

OPTIONS TO ADDRESS COMPLAINTS
PNCA has formal and informal complaint procedures that students, faculty, and staff may use; an individual of their choice may assist them with the procedures. The informal process described in this policy may be used as a prelude or as an alternative to filing a formal complaint, i.e. it is not necessary to use the informal option prior to filing a formal complaint. 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 the Sexual Harassment and Misconduct Policy.

DRUG AND ALCOHOL POLICY
PNCA seeks to promote a healthy lifestyle for its students to enhance their capacity to learn, create, and produce works of art of the highest quality. To this end, the College discourages 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 part of any official College business or activity held off campus. The consumption of alcohol in moderate amounts is allowed only at certain expressly authorized College functions, and only by students or visitors who are of legal drinking age (21 years or older). Without authorization by the College, one may not serve alcoholic beverages on campus or as part of any official College business or activity held off campus. Students may request alcohol service for beer or wine only for a College event by using the Beer and Wine Service Request Form, available from the Director of Facilities and Security. The student(s) who have requested the service of alcohol for a College event will be notified when their request has been authorized. The Beer and Wine Service Request Form should be submitted at least a week prior to the event in order to secure all necessary authorizations in time. All PNCA events must be in compliance with Oregon Liquor Control Commission rules and regulations.

STUDENT GRIEVANCE RESOLUTION POLICY
PNCA is committed to effectively resolving student grievances through an efficient, fair, and systematic procedure. This procedure is to be used when a student feels that decisions, differences, misunderstandings, or problems that have arisen with faculty, staff, 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 procedure 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 the Student Conduct Board’s administrative judgment or decisions, but instead serves to focus and facilitate the decision-making process. The purpose of PNCA’s Grievance Resolution Policy 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 Director of Student Life Office. Since this procedure is not a judicial process, the presence of legal counsel on behalf of any party to the grievance at any meeting is prohibited.
Informal Consultation
Any student with a PNCA-related problem involving academic or administrative policy, procedure, decision, or conduct should make an attempt in good faith to resolve the problem within a year's time through one or more discussions 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, he or she may proceed to the Inquiry and Ruling step of this procedure.

Inquiry and Ruling
If the problem is still unresolved and is not likely to be resolved through informal consultation, the student may present the situation in writing to a campus Grievance Officer charged by the president, the Director of Student Life, 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 business 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 circumstances 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
Sometimes disputes occur during situations in which action is to be taken. Some actions, 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, 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 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 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
Students with a serious health condition (e.g., epilepsy, diabetes, mental illness) or a communicable disease (e.g., hepatitis) are encouraged to notify the Director of Student and Residence Life in writing. The information contained in the notification letter will be kept in confidential files in the Director of Student Life office and in the Campus Security office, and will be used only in case of emergency (e.g., insulin shock, seizure, etc.) and only by those who need the information to correctly respond to the emergency. Students are encouraged, but not required, to confide any history of drug or alcohol addiction to the associate Director of Student Life so that they may receive the full support and understanding from PNCA faculty and staff.

AIDS POLICY
PNCA does not discriminate against the existence of any form of HIV infection when making decisions related to admitting students or to hiring, advancing, promoting, or tenuring faculty or staff, 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. All students and faculty are allowed to
attend classes in an unrestricted manner as long as they are physically and mentally able to do so. 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 United States Public Health Service safety guidelines for handling blood and the body fluids of all persons, not just those known to have HIV infection.

MISSING STUDENT POLICY

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Pacific Northwest College of Art to actively investigate any report of a missing student who is enrolled at the college as either a full or part-time student.

Definition

Most missing-person reports in the college environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general a reasonable amount of time is 24 hours or more, but may vary with the time of day and information available regarding the missing person’s daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

Investigation & Notification

If a member of the college community has reason to believe that a student is missing, that person should immediately notify one or all of the following individuals:

- Director of Student and Residence Life at 503-821-8925 or rallen@pnca.edu
- Vice President for Enrollment Services at 503-821-8942 kbuck@pnca.edu
- Academic Dean at 503-821-8960 mtakiguchi@pnca.edu
- Security at 503-841-2890 jcoyne@pnca.edu

Any missing-student report must be referred to PNCA’s Security Department. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well being.

Actions that will be taken by PNCA’s Public Safety Department include (but are not limited to):

- Call or text the student’s home/cell phones or other numbers on record
- Email the student
- Contact the student’s roommates and neighbors (residential students only)
- Contact the student’s faculty or academic advisors
- Contact any other on-campus or off-campus friends or contacts that are made known including the student’s emergency contact
- Review the student’s network print or email accounts to determine most recent activity
- Check a student’s social networking sites such as Homeroom, Facebook, MySpace, and Twitter.

If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and will be notified. If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, PNCA is required to notify a parent or guardian. If a student is over age 18, PNCA is required to notify the emergency contact the student identified to the college.

Designating Emergency Contacts

All PNCA students will be given an opportunity to identify an emergency contact. The contact information will be registered confidentially as part of the student’s official record.

- Students who live on campus -- Residential Life staff will request that each residential student, upon checking into his or her assigned on-campus room, complete an emergency contact form to designate the name and contact number of the individual(s) to be contacted
in case of an emergency, including in the event of the resident being determined missing for at least 24 hours.

• Students who live off campus -- All PNCA students are strongly encouraged to complete the emergency contacts form to designate the name and contact number of the individual(s) to be contacted in case of an emergency, including in the event of the student being determined missing for at least 24 hours.

Contact:
Rachael Allen, Director of Student and Residence Life
503.821.8920 | rallen@pnca.edu

PHOTOGRAPHY
Throughout the year, PNCA documents and archives campus events, student art and design work, as well as student involvement in PNCA activities, for use in promotional material for the College. The College reserves the right to photograph, reproduce, use, archive, and display both art and design work produced by students enrolled in its academic programs, as well as the documentation from all PNCA events that may include images of students.

Work created or displayed in any campus facilities, the PNCA digital galleries, or attendance of students in classes and events constitutes permission for the College to photograph, archive, and/or use these images for institutional promotional purposes. PNCA is not required to compensate, credit or notify students of the use of these images.

All images created by students hired by any PNCA department or office are owned by the College. This includes work-study and contracted positions, and such instances as documentation of events, student life, and artwork, etc.

WORDMARK
The importance of our wordmark 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 wordmark is consistently and conscientiously represented.

PNCA branding must be included in all institutionally affiliated print and digital materials, which are defined as institutionally affiliated based on content, purpose, support and/or visibility. Materials are considered to be institutionally affiliated if they:

• Describe PNCA programs or events.
• Promote the College or a part of the College.
• Are used for an event or program that is supported by the College, part of a PNCA program or intended for audiences beyond the internal PNCA community.

The Communications Department role is to oversee and facilitate the implementation of PNCA branding. It is critical that all materials with PNCA branding be reviewed and approved by CPP to maintain a level of quality and consistency. Students who have questions or who need tools such as templates, fonts, vector logos, or access to the image database should contact CPP.
BUILDING PHONE NUMBERS

Front Desk Guards .................. 503.821.8897
Public, First Floor................ 503.821.8951
Photo Department.................. 503.821.8933
Media Resource Center......... 503.821.8934
Center for Design................ 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
llld Annex.......................... 503.227.4584
Student Accounts............... 503.821.8911
Library.............................. 503.821.8966
I.T. Helpdesk..................... 503.821.8896
I.T. Helpdesk..................... 503.821.8906

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