

The background of the entire page is a bright yellow color, covered with a dense, chaotic pattern of thin, white, hand-drawn scribbles that resemble a tangled web or a complex network of lines.

PACIFIC NORTHWEST COLLEGE OF ART

Student
Handbook
2019-20

Student Handbook

President's Welcome

Mission Statement

Academic Calendar

Web Resources

Campus And Building Rules

General Information

Costs/Tuition

Financial Aid

Academic Policies

1 Campus Safety 89

2 Student Code Of Conduct 102

3 Administrative Withdrawal Policy 112

**4 Student Grievance Processes For
Grievances With Faculty 117**

**5 Sexual Harassment &
Misconduct Policy 121**

26 More Policies & Procedure 155

34 PNCA Directories 168

45

President's Welcome

Congratulations and welcome to Pacific Northwest College of Art! We're delighted that you have chosen to continue your personal education journey with us. Art and design—indeed, all of the creative community—are more important than ever before. There has never been a better time to go into art and design. The world needs more artists, designers, and creative thinkers, and by choosing this career path, you are embarking on a life of creative expression that will help shape the world and draw communities closer.

Explore! Experiment! Reimagine everything! These aren't just words on our website—they are the core of how we think and what we do at PNCA, and have done for over 100 years. We care deeply about creative development and exploring life through art and design. We work at the interdisciplinary intersections of art, design, and new technologies in ways that are vibrant, relevant, and forward-looking. What you learn and the connections that you make here will help you throughout your professional career. Your generation will challenge the world to be better and do better.

At PNCA, you will be part of a community with talented, award-winning faculty who truly care about your creative development. There are also dedicated staff to guide you, and many of them are working artists as well. Current PNCA students will engage you, challenge you, and support you and your work, and you will create relationships that will last a lifetime.

You'll explore, experiment, grow, and learn habits of mind and making that will enable you to be a better artist and problem-solver. That's why we say that PNCA prepares you for a life of creative practice. Our BridgeLab Career Services Office will help ensure that you learn how to be a working artist or designer beginning on the day you arrive.

This handbook is your guide to PNCA. It will help you understand policies and find the resources and support you need to make your time at PNCA the best it can be. Please use it to help you so that you can focus on the reasons why you are here: exploring, experimenting, and learning. Everyone at PNCA is here to support you on your journey. One of the keys to student success is engagement and involvement both inside and outside of classrooms, labs, and studios. There are so many opportunities to interact with faculty, staff, and other students, and I hope you take advantage of these learning opportunities as you broaden your perspective and hone your creativity.

As is the case for our faculty and staff, my door is open for you. I look forward to seeing you at exhibitions, lectures, in studios, and elsewhere on the campus. Congratulations again, and welcome to Pacific Northwest College of Art, where you truly will explore, experiment, and reimagine everything!

Chris Maples, Interim President

Mission Statement

PNCA prepares students for a life of creative practice.

CORE THEMES

STUDIO PRACTICE

GOAL: Students have the capacity to engage in advanced 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 2019

WEDNESDAY, AUGUST 21
ArtHouse Move In Day

WEDNESDAY, AUGUST 21
Graduate New Student Orientation

AUGUST 22-24
New Student Orientation

MONDAY, AUGUST 26
First Day of Fall Semester Classes

MONDAY, SEPTEMBER 2
Labor Day Holiday, No Classes

FRIDAY, SEPTEMBER 6
Last Day to Add/Drop Courses

TUESDAY, SEPTEMBER 24

Educator's Day, No Classes

FRIDAY, OCTOBER 11 (week 7)
Mid-Term Evaluations Due

MON - FRI, OCT. 14-18
Majors Week

FRIDAY, OCTOBER 18 (week 8)
Last Day to Withdraw from College
and receive any refund (*see Refund
Schedule*)

FRIDAY, NOVEMBER 1 (week 10)
Last Day to Withdraw a Class(es)

MONDAY, NOVEMBER 4 (week 11)
Registration for Spring Semester
Begins

MONDAY, NOVEMBER 11
Veteran's Day (Observed), No Classes

NOVEMBER 18 - 22 (week 13)
Fall Focus Week

THUR. & FRIDAY, NOVEMBER 28-29
(week 14)
Thanksgiving Holiday, No Classes

FRIDAY, DECEMBER 13
Last Day of Fall Semester Classes

SPRING 2020

DECEMBER 14 - JANUARY 5
Winter Break

JANUARY 6 - 10
Low-Res Winter session

TUESDAY JANUARY 13
First Day of Spring Semester Classes

MONDAY JANUARY 20
Martin Luther King Jr Holiday, No
Classes

FRIDAY, JANUARY 24
Last Day to Add/Drop Courses

TUESDAY, FEBRUARY 11
Educator's Day, No Classes

FRIDAY, FEBRUARY 28 (week 7)
Mid-Term Evaluations Due

FRIDAY, MARCH 6 (week 8)
Last Day to Withdraw from College
and receive any refund (*see Refund
Schedule*)

FRIDAY, MARCH 20 (week 10)
Last Day to Withdraw from a Class(es)

MARCH 23- 27
Spring Break

MONDAY, APRIL 4 (week 12)
Registration for Fall Semester Begins

APRIL 20 - 24 (week 14) Spring Focus
Week

FRIDAY, MAY 8
Last Day of Spring Semester Classes

SUNDAY, MAY 10
ArtHouse Move-Out Day

SUNDAY, MAY 17
Commencement

MONDAY, MAY 25
Memorial Day

SUMMER 2020

MONDAY, JUNE 15
Graduate Summer Session Begins

FRIDAY, JUNE 19
Last Day to Add/Drop Courses

FRIDAY, JULY 3
Independence Day (Observed)
Holiday, College Closed

SATURDAY JULY 4
Independence Day Holiday, College
Closed

FRIDAY, JULY 10 (week 4)
Last Day to Withdraw from Courses

FRIDAY, AUGUST 7
Graduate Summer Session End

WEDNESDAY, AUGUST 14
Summer Commencement

Web Resources

Student E-mail

<http://mail.pnca.edu>

Homeroom - PNCA's Learning Management System and vital community resource

<http://homeroom.pnca.edu>

Self-Service - Registration, Records & Student Accounts

<http://reg.pnca.edu>

Campus Daily Schedule

<http://schedule.pnca.edu>

Event Calendar

<http://cal.pnca.edu>

Albert Solheim Library

<http://library.pnca.edu>

Technology / Facilities Help - online help ticket system

<http://helpticket.pnca.edu>

PNCA | JobWorks - job site for work study and external job listings for students

<http://pnca.edu/jobworks>

Purchasing Technology at a Discount

http://store.apple.com/us_eduind-highered_805074

PNCA's Digital Archive, including the historical events, thesis projects and artwork of our community

<http://mimi.pnca.edu>

Campus and Building Rules

| | | | |
|--|----|--------------------------|----|
| The Campus | 6 | Main Building Hours | 17 |
| Technology On Campus | 7 | Attire | 18 |
| Center For Contemporary Art & Culture | 8 | Bikes | 18 |
| Albert Solheim Library | 9 | Children In Buildings | 18 |
| Northwest Film Center | 10 | College Closings | 19 |
| Parking | 11 | Designated Posting Areas | 19 |
| PICA And TBA:PNCA | 12 | Scent Policy | 19 |
| Portland Art Museum | 13 | Smoking | 20 |
| Student Galleries | 14 | Vandalism | 20 |
| Senior Studios | 15 | Visitors | 20 |
| 3D Shops | 16 | | |

THE CAMPUS

In 2010-2011, PNCA celebrated its centennial as the Northwest's leading art school. PNCA's campus is comprised of the Arlene and Harold Schnitzer Center for Art and Design Main Campus Building, the 3D shops and maker spaces in the Glass Building, and Arthouse residence hall.

ARLENE AND HAROLD SCHNITZER CENTER FOR ART AND DESIGN

511 NW Broadway

GLASS BUILDING - 3D Labs and MFA Studios

2139 N Kerby Avenue

ARTHOUSE RESIDENCE HALL

33 NW Park Avenue

TECHNOLOGY ON CAMPUS

PNCA's Arlene and Harold Schnitzer Center for Art and Design is outfitted with both smart classrooms for projection and lecture as well as classrooms with Apple iMac stations installed with a variety of industry standard software packages. Advanced labs include specialized equipment to support specific programs and output such as a laser production printer, large format inkjet printers, flatbed scanners, a virtual drum film scanner, 4k and 5k editing stations, Wacom Cintiqs, and a sound isolation booth.

Technology Support offers the checkout of a wide range of equipment and resources for the experimentation, production, and exhibition of media based artwork as well as support with your personal device and campus machines.

For more information please refer to the Technology Homeroom website: <https://homeroom.pnca.edu/sites/3354>

PNCA recommends that students own a laptop computer to assist in their studies and take advantage of our Laptop Software Program, which provides a free Adobe Creative Cloud subscription, Microsoft Office suite software, and drivers that enable printing to campus printers directly from your personal device. We have partnered with Apple to offer laptop bundles to meet the technology requirements of your area of study at discounted prices. For more information visit the Laptop Software Program page here: <https://homeroom.pnca.edu/sites/4247> and shop at the online PNCA Apple Store: <https://www.apple.com/edu/pnca>

Center for Contemporary Art & Culture

The Center for Contemporary Art & Culture is a platform for cultural production including exhibition, lecture, performance, and publication. Housed within PNCA in the 511 Gallery and the Dorothy Lemelson Innovation Studio, the Center throws open its doors to the greater public to foster conversation and community. The Center for Contemporary Art & Culture is a teaching resource that supports PNCA's curriculum by exhibiting the work of regional, national and international contemporary and historical artists highlighting 21st century art and design practices. To bring new perspectives and resources to the PNCA community, the Center focuses on artists from outside of the Pacific Northwest region. They are invited to lecture, critique, and conduct studio visits or workshops with students while on campus during their visits. Students are encouraged to assist the artists with management and installation of the exhibitions. The Center is the steward of the permanent collection of the Museum of Contemporary Craft. For more information about the Center for Contemporary Art & Culture and its programs, or to become a volunteer, please contact the Director at 503.821.8969.

ALBERT SOLHEIM LIBRARY

The Albert Solheim Library, located on the ground floor of the Arlene and Harold Schnitzer Center for Art and Design, has an extensive collection of books, DVDs, magazines, and specialized subscription databases (both image and text). You can also make appointments to get help with assignments at the Academic Support Center. Students are encouraged to make suggestions for materials to add to the collection. To search the online catalog or databases, visit <http://library.pnca.edu>. The library space includes three group study rooms (two have viewing screens), all of which can be reserved by students. Other amenities in the library include a color photocopier, multi-use computer workstations, two scanners and plenty of comfortable places to read. Library staff members are available to help students during hours of operation; for questions outside of hours of operation, email library@pnca.edu. Check the library website for current hours: <http://library.pnca.edu>.

NORTHWEST FILM CENTER

The Northwest Film Center is a place where individuals find and cultivate their personal voices as storytellers and image makers, and audiences explore our region and the world through the big screen. Their theater, classrooms and facilities welcome a diverse cross-section of community members for film appreciation, skill- and community-building and technical support. The Film Center's year-round exhibition program features thematic series, special retrospectives, and visiting artists' presentations. The Northwest Film Center offers classes and seminars in film and digital video production, animation, and screenwriting. 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 classrooms 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 no student or visitor parking at the 511 NW Broadway or N. Kerby Ave. buildings. All parking spaces are reserved for full-time faculty and staff of the college. 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 \$105 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 also ample metered parking around the 511 Building.

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 15 NE Hancock St, 97212.. For more information visit www.pica.org or call 503.224.7422.

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 eligible for a FREE College Creative License, which grants free admission to all exhibitions; admission to most lectures, talks, and tours; at least \$1 off NW Film Center screenings; and a regular e-newsletter featuring recommended events, art news, and opportunities. Register online <http://portlandartmuseum.org/creativelicense/> then enter the promo code P1617 to bring the cost to \$0. A valid College Creative License is required for free 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. 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

STUDENT GALLERIES

BFA and MFA Student Gallery Coordinators manage the student galleries on campus that are reserved for student exhibitions. Gallery B10 located is located on the east side of the basement. There are two student galleries clustered on the 1st floor next to the Center for Contemporary Art & Culture in room 157. Gallery 207 is in the west side of the Commons. These galleries are open to graduate student candidates and undergraduate students, for two week periods. For information on proposing an exhibition in one of the student galleries, come to Student Council and talk with the Student Gallery Coordinator, check out the Student Gallery Homeroom site, and watch the bulletin boards for details on exhibiting in the two student galleries.

SENIOR STUDIOS

At the beginning of the academic semester, studio spaces for Thesis students (seniors) are assigned by the BFA Thesis Director. Thesis studio rentals are a separate fee and are not included in the BFA tuition. All students who have a studio are required to sign a lease agreement. 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 during 511 business hours, seven days a week, except during school authorized holidays. All students must vacate their studios by the deadline posted at the end of the academic term. Use of food products for projects stored inside the studios must be authorized by the Academic Affairs Office prior to construction and/or installation.

3D SHOPS

All students must adhere to the posted policies and procedures governing access to and use of the 3D Shops at PNCA. Use of the metal shop or wood shop tools and equipment must be authorized by a technician, and a technician must be present when the shops are in use. Failure to comply with these policies will result in loss of privileges.

MAIN BUILDING HOURS

The College's regular hours during Fall and Spring semesters are:

7:00 am - 2:00 am every day

Summer hours:

8:00 am - 10:00 pm every day

On weekends and after PNCA office hours (9:00am- 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.

BUILDING RULES

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, near the NW corner of the 511 Building, 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 accident in 2007. There are several additional bike parking spaces on the West side of the building, and a limited number of hanging bike storage spaces on the first floor.

Bicycle theft is the most prevalent crime at PNCA. Lock your bike well with a U-lock and separate cable lock through the tires if possible. 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 (required by law)!

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.

BUILDING RULES

COLLEGE CLOSINGS

In case of inclement weather, please check <https://www.flashalert.net/id/pnca>. You can also 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 the president. Such closures will be announced in advance.

DESIGNATED POSTING AREAS

Please use only the designated posting areas on campus. These are primarily the bulletin boards on the first floor, and the areas around water fountains and first aid kits. Information posted elsewhere may be removed. Please do not post flyers on doors, glass walls, windows, fire cabinets, or elevator doors. To save paper, we encourage many events, activities, and notifications to be posted on Homeroom <http://homeroom.pnca.edu> as well as <https://cal.pnca.edu>.

SCENT POLICY

Occasionally, a situation arises in which a PNCA community member has an allergic reaction to the fragrance another community member is wearing. In these instances, exposure to scents can lead to serious medical issues. It is expected that the community member wearing the fragrance will discontinue doing so in the interest of the other person's comfort and health if the two are expected to consistently work in close quarters..

BUILDING RULES

SMOKING

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. This policy includes the use of 'vaping' devices, as well as the use of medical marijuana. 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 511 NW Broadway Building entrance or at the 2139 N Kerby Ave building entrance, 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 the Director of Campus Safety, who will intervene as they deem appropriate.

VANDALISM

Any student vandalizing College property, including the buildings themselves, will be responsible for clean-up, repair, and/or replacement of damage, and, in some cases, may be dismissed from the College. Vandalism includes 'tagging', unauthorised, or 'guerilla' installations, any mark that obscures or defaces fire, safety, or wayfinding signage, or anything that blocks access, egress or escape routes. 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 and in the Albert Solheim Library, unless accompanied by a student or faculty/staff member. If you are expecting a visitor, plan to meet them at the Reception Desk. The receptionist or guard can not leave the Reception Desk to locate you for your visitor.

General Information

| | |
|-------------------------------|----|
| Change Of Address | 22 |
| Contacting Faculty And Staff | 22 |
| Printing/Copy Machines | 22 |
| Id Cards | 23 |
| Keys | 23 |
| Lockers | 23 |
| Lost And Found | 23 |
| General Information | 24 |
| Technology Support / Checkout | 24 |
| Student Email | 24 |
| Student Mail Files | 24 |
| Tool Check-Out Service | 25 |

GENERAL INFORMATION

CHANGE OF ADDRESS

You must update your Self-Service <http://reg.pnca.edu> 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. Address change form is also available in the Registration office.

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 266. You can also get faculty contact information (e-mail or office phone number) from Academic Affairs in Room 212. A full list of faculty, staff, staff offices, and their contact information is included in the Directory at the end of this handbook.

PRINTING/COPY MACHINES

There are two laser printers for general student use capable of scanning, copying, and printing. One copier is located in the Library (room 114) and another in the Student Lounge (room 501). There is also a high quality laser production printer capable of printing on a wide range of media, and offering booklet and advanced finishing options located in the Production Center, Room 406. Large format printers for inkjet output are available in the Digital Print Studio, Room 507 and the Production Studio, Room 407. Students may accrue printing charges up to \$250.00 per month if their account is in good financial standing. Printing charges will be applied to a student's account by the Student Accounts Office after the 1st of the preceding month. If a student needs to exceed the \$250.00 limit they will need to talk to Student Account staff.

GENERAL INFORMATION

ID CARDS

Students are required to have and may be asked to present their PNCA photo ID card at any time on campus. When activated by the Technology Staff, ID cards can grant you access to select facilities including the Glass Building, Make+Think+Code, and the Digital Print Studio. ID cards are produced during Orientation and by appointment via Technology Support, room 509, <http://helpticket.pnca.edu>. All students have access to their digital ID by logging onto <http://id.pnca.edu>. Lost or stolen ID cards must be reported to Technology Support Staff and replacement cards will incur a \$15.00 fee to your Student Account.

KEYS

Keys are issued by the Facilities Department in room B14. You will be required to fill out a key agreement form, and return all keys when you no longer need them. 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 and/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 or who leave contents after the clear out date, will be charged a fee up to \$50.

LOST AND FOUND

Lost and Found is located at the in the Security Office, Room 166, across from the front reception desk. Please inquire with the receptionist or guard at the front desk if you have misplaced something. Found items are dated and are disposed of or donated 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.

GENERAL INFORMATION

TECHNOLOGY SUPPORT / CHECKOUT

Technology Support is centered in Room 509 and offers campus wide support for all of our technology including printers, computers, software, and AV. Technology also offers checkout of a wide variety of equipment for all currently enrolled degree-seeking students for the production, exhibition and experimentation of media based academic projects. Included in our inventory are digital still and video cameras, medium and large format film cameras, studio and location lighting, audio recorders, drawing tablets, projectors, monitors, speakers, computers and much more. Not all items are available to all students. Many specialized items require advanced access established by class enrollment and/or prior training and experience to be determined by the Technology Checkout Manager. There is no fee to borrow equipment, but late returns, lost equipment, or damages to any equipment will result in a fine and/or loss of privileges. For hours, a list of available equipment, policies, and more information please visit the Technology Checkout Homeroom site: <https://homeroom.pnca.edu/sites/797>

STUDENT EMAIL

All PNCA BFA, MFA, and MA students are issued an email account through the College's Technology department. This Google Apps for Education 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 Gmail, please submit a Help Ticket by visiting <http://helpticket.pnca.edu> or contact Technology Support Staff helpticket@pnca.edu or 503.821.8906. To reset your email and PNCA passwords, please visit <https://id.pnca.edu/reset>.

STUDENT MAIL FILES

Mail files are located in the Student Lounge in Room 501 for your convenience in leaving messages for other students. Faculty will often return graded papers to your mail file.

GENERAL INFORMATION

TOOL CHECK-OUT SERVICE

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. A limited selection of hand tools, as well as carts, ladders, and hardware, can be found in the Facilities workshop in B14. The Facilities department does not lend out power tools.

Costs/Tuition

Graduate Tuition And Fees 27

BFA + Post-Baccalaureate
Tuition AND Fees 28

Over 18 Credit Hours 29

Under 12 Credit Hours 29

Additional Fees 29

Student Housing 30

Billing Statements 31

Payment in Full 31

Payment Plan 31

Withdrawing from the College 32

Refunds 32

Collections 33

2019-2020 Graduate 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 7 days prior to the first day of the semester to make or arrange payment.

FULL-TIME (12-18 CREDITS)*

TUITION & FEES PER SEMESTER

| | |
|---|-------------|
| TUITION: COLLABORATIVE DESIGN / PRINT MEDIA / VISUAL STUDIES | \$19,530.00 |
| TUITION: APPLIED CRAFT & DESIGN | \$19,162.50 |
| TUITION: CRITICAL STUDIES | \$15,172.50 |
| TUITION: LOW-RESIDENCY (\$21,350 AVERAGE PER YEAR)* PER CREDIT HOUR | \$1,176.00 |
| STUDENT ACTIVITY FEE: ALL STUDENTS | \$100 |
| TECHNOLOGY FEE: ALL STUDENTS | \$350 |
| HEALTH INSURANCE: ALL STUDENTS** | \$1,414.50 |

**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 - http://pnca.edu/admissions/registration_forms
Students taking less than 6 credits may purchase the College's student health insurance if desired.

2019-2020

BFA + Post-Baccalaureate

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 7 days prior to the first day of the semester to make or arrange payment.

FULL-TIME (12-18 CREDITS)

TUITION & FEES PER SEMESTER

| | |
|------------------------------------|-------------|
| TUITION: ALL STUDENTS | \$19,687.50 |
| STUDENT ACTIVITY FEE: ALL STUDENTS | \$150 |
| TECHNOLOGY FEE: ALL STUDENTS | \$350 |
| HEALTH INSURANCE: ALL STUDENTS** | \$1,414.50 |

**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 - http://pnca.edu/admissions/registration_forms
Students taking less than 6 credits may purchase the College's student health insurance if desired.

2019-2020 BFA + POST-BACCALAUREATE TUITION AND FEES OVER 18 CREDIT HOURS

TUITION & FEES PER CREDIT HOUR OVER 18

| | |
|-----------------------|------------------------|
| TUITION: | \$1,641.00 |
| STUDENT ACTIVITY FEE: | NO ADDITIONAL |
| TECHNOLOGY FEE: | \$46 (PER CREDIT HOUR) |

UNDER 12 CREDIT HOURS

TUITION & FEES PER CREDIT HOUR

| | |
|---|------------------------|
| TUITION: | \$1,641 |
| STUDENT ACTIVITY FEE: | \$75 (FLAT FEE) |
| TECHNOLOGY FEE: | \$46 (PER CREDIT HOUR) |
| HEALTH INSURANCE FEE: (6-11 CREDITS ENROLLED)** | \$1,414.50 (FLAT FEE) |

ADDITIONAL FEES

| | |
|-------------------------------------|---------------|
| STUDIO RENTAL (PER SEMESTER) | \$450 |
| STUDIO DAMAGE CHARGE | \$150 |
| LATE REGISTRATION (PER SEMESTER) | \$250 |
| LOCKER RENTAL (PER SEMESTER) | \$20 |
| AUDIT FEES (PER CREDIT HOUR) | \$635 |
| LATE FEE-FINANCE CHARGE (PER MONTH) | 1% OF BALANCE |
| PAYMENT PLAN FEE (PER SEMESTER) | \$30 |
| PAYMENT PLAN LATE FEE (PER MONTH) | \$15 |
| WIRE TRANSFER FEE (PER TRANSACTION) | \$40 |

2019-2020 BFA + POST-BACCALAUREATE TUITION AND FEES STUDENT HOUSING

FURNISHED APARTMENTS, PER 8/21/2019 THROUGH 5/10/2020 CONTRACT

| | |
|---|-------------------|
| SHARED STUDIO | \$8,866 |
| SHARED MULTI-BEDROOM | \$10,063 |
| PRIVATE MULTI-BEDROOM | \$14,428 |
| PRIVATE STUDIO | \$17,730 |
| RESIDENCE LIFE PROGRAM FEE (REQUIRED, NON-REFUNDABLE) | \$75/SEMESTER |
| RENTER'S INSURANCE (REQUIRED, NON-REFUNDABLE) | \$80.000/SEMESTER |

2019-2020 TUITION AND FEES 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 DUE

Payment for each semester, less any certified loans and/or accepted grants and scholarships, is due in full 7 days prior to the start of classes. The first installment of a finalized payment plan made by the payment deadline is considered a valid payment arrangement.

PNCA accepts cash, check (made out to PNCA), debit or credit card (Visa, MasterCard, Discover) for payment. Credit card payments will incur a 2.65% service fee. 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 students who have outstanding past-due balances by the end of the add/drop period will be unregistered from classes and un-enrolled for the semester. 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.

ART HOUSE AND BALANCE DUE

Any students who have an outstanding balance with the College and have not made acceptable payment arrangements by the 7 day payment deadline will not be eligible to sign a lease agreement for Art House upon move-in day.

PAYMENT PLAN

Students have the option of paying for each semester in up to five monthly installments.

The first payment for fall semester may be made as early as July, but must be received no later than 7 days prior to 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 the last day of each 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.

2019-2020 TUITION AND FEES

WITHDRAWING FROM THE COLLEGE

To officially withdraw from PNCA, you must complete and submit the Withdraw from College Form in the Registration Office or contact the Registration office registration@pnca.edu 503-821-8903. Students who officially withdraw from all courses may be eligible for a partial refund.

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, institutional aid (grants and scholarships awarded by PNCA) will be prorated based on the time attended. Any unearned institutional aid will be removed from the student's account per the chart below:

| | |
|--|---|
| OFFICIAL WITHDRAWAL BEFORE THE FIRST WEEK OF CLASSES | 100% OF TUITION REFUNDED (NO SCHOLARSHIP EARNED) |
| OFFICIAL WITHDRAWAL DURING FIRST WEEK OF CLASSES | 100% OF TUITION REFUNDED (NO SCHOLARSHIP EARNED) |
| SECOND WEEK OF CLASSES | 100% OF TUITION REFUNDED (NO SCHOLARSHIP EARNED) |
| THIRD WEEK OF CLASSES | 70% OF TUITION REFUNDED (30% OF DISCOUNT EARNED) |
| FOURTH WEEK OF CLASSES | 60% OF TUITION REFUNDED (40% OF DISCOUNT EARNED) |
| FIFTH WEEK OF CLASSES | 50% OF TUITION REFUNDED (50% DISCOUNT EARNED) |
| SIXTH WEEK OF CLASSES | 40% OF TUITION REFUNDED (60% OF DISCOUNT EARNED) |
| SEVENTH WEEK OF CLASSES | 30% OF TUITION REFUNDED (70% OF DISCOUNT EARNED) |
| EIGHTH WEEK OF CLASSES | 20% OF TUITION REFUNDED (80% OF DISCOUNT EARNED) |

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.

2019-2020 TUITION AND FEES COLLECTIONS

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. 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.

VETERAN BENEFIT RECIPIENTS

PNCA is a proud participant in the Post-9/11 GI Bill® Yellow Ribbon Program. We are committed to insure that tuition and all eligible fees are funded for a certified Yellow Ribbon student.

PNCA participates with Vocational Rehabilitation Education Assistance Program. (VR&E Chapter 31)

Any individual who is entitled to educational assistance under chapter 31 Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits who is admitted to the College will be permitted to attend and/or participate in their course of education during the period beginning on the date on which the individual provides to the College a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of either (1) the date on which payment from VA is made to the College, or (2) 90 days after the date the College certified tuition and fees following the receipt of the certificate of eligibility.

No penalty will be imposed, including assessment of late fees, denial of access to classes, libraries or other institutional facilities, because of the individual's inability to meet their financial obligations to the College due to the delayed disbursement funding from VA under Chapter 31 or 33.

For general questions about VA education benefits and eligibility, contact the Department of Veterans Affairs at 888.442.4551 or gibill.va.gov. For questions about how to apply for benefits or how benefits may be applied at PNCA, contact us M-F, 9am-5pm PST. Office of the Registrar Room 268 registration@pnca.edu 503.821.8903

Financial Aid

| | | | |
|----------------------------|----|---|----|
| Applying For Financial Aid | 35 | Incomplete Or Missing Documents | 40 |
| Renewal Of Financial Aid | 35 | Changes In Enrollment Status | 40 |
| Determining Eligibility | 35 | Allowance For the Timely Purchase Of Books And Supplies | 41 |
| Cost Of Attendance | 35 | Taxability Of Grants And Scholarships | 41 |
| Types Of Financial Aid | 36 | Official Withdrawal & Financial Aid | 42 |
| Grants | 36 | Satisfactory Academic Progress Warning, Disqualification, Probation | 43 |
| Scholarships | 36 | Disbursing Financial Aid | 44 |
| Campus Employment | 37 | Student Account Refunds | 44 |
| Loans | 38 | | |
| FAFSA Verification | 39 | | |
| Accepting Your Award | 39 | | |
| Declining Your Award | 39 | | |

2019-2020 FINANCIAL AID

APPLYING FOR FINANCIAL AID

Students who wish to receive financial aid must apply each academic year. The application for Federal Student Aid (FAFSA) for 2019-20 will be available online at www.fafsa.ed.gov beginning October 1, 2018. Students who complete their FAFSA before February 1, 2019, have priority in the awarding of financial aid. Please refer to the College catalog and PNCA website for additional information. The Financial Aid Office is located on the second floor of the 511 Building (Room 265).

RENEWAL OF FINANCIAL AID

Financial aid is awarded on an annual basis. Students must reapply each spring to be considered for financial aid in the upcoming academic year. The reapplication process should be completed no later than February 1, for priority consideration. Students who wish to be considered for federal financial aid resources must file the Free Application for Federal Student Aid (FAFSA).

DETERMINING ELIGIBILITY

The primary purpose of financial aid is to provide resources for students who demonstrate financial need. The formula for determining financial need is simple:

COST OF ATTENDANCE - EXPECTED FAMILY CONTRIBUTION = DEMONSTRATED FINANCIAL NEED

COST OF ATTENDANCE

Each year PNCA estimates the typical cost associated with enrollment. Our calculations take into consideration: Tuition & Fees, Room & Board, Books & Supplies, Transportation, Personal Expenses. The sum of these typical expenses is called the cost of attendance or budget. The budget used to determine your financial aid eligibility is shown on your financial aid award letter. A detailed breakdown of the cost of attendance components can also be found on your award letter. It is important to realize that the components are estimates that reflect the typical costs most students have during a year at PNCA.

2019-2020 FINANCIAL AID

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 undergraduate 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 scholarships for new students are awarded on the strength of their admissions application, including the essay, portfolio, and grades. PNCA merit scholarships for returning students are awarded on the basis of classroom performance in the previous year, or by competition. 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>

2019-2020 FINANCIAL AID

CAMPUS EMPLOYMENT

Federal Work-Study (FWS) is a federally funded student employment program. A processed FAFSA is required in order to be considered for FWS funds, and priority is given to students who complete the FAFSA before February 1. Students can contact the Financial Aid Office to determine FWS eligibility. 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. Available Work-Study positions are posted on the PNCA|JobWorks website <http://pnca.edu/jobworks>. Students with a Parent Plus Loan packaged up to the cost of attendance may be required to revoke a portion of the loan in order to accommodate for FWS funds. Graduate students who elect to participate in the Federal Work-Study program may also be required to revoke a portion of loan eligibility. For more information, please contact the Financial Aid Office.

2019-2020 FINANCIAL AID

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. Loan amounts are determined by the student's academic grade level and federal eligibility per the chart below. Additional instructions and eligibility requirements will be provided in the student's Financial Aid Award Letter. For more information, visit: studentaid.ed.gov/loans.

Students may also apply for a private or alternative loan to cover their cost at PNCA. PNCA will certify the loan request with the lender and disburse the funds to the student's account. Further information about some private loan options are listed online at: <https://pnca.edu/admissions/tuition-financial-aid/undergraduate>

INTEREST RATES FOR DIRECT LOANS FIRST DISBURSED ON OR AFTER JULY 1, 2019, AND BEFORE JULY 1, 2020

| Loan Type | Borrower Type | Fixed Interest Rate |
|--|---|---------------------|
| Direct Subsidized Loans and Direct Unsubsidized Loans | Undergraduate | 4.53% |
| Direct Unsubsidized Loans | Graduate or Professional | 6.08% |
| Direct PLUS Loans | Parents and Graduate or Professional Students | 7.08% |

ANNUAL FEDERAL DIRECT LOAN LIMITS

| Note: Students must be enrolled at least half-time to borrow Direct Loans. | Dependent Undergraduate Students | Independent Undergraduate Students | Graduate/Professional Degree Students |
|--|---|---|---|
| 1st year (0-29 college credits) | \$5,500 (max. \$3,500 subsidized) | \$9,500 (max. \$3,500 subsidized) | \$20,500 Unsubsidized loan only (no subsidized eligibility) |
| 2nd year (30-59 college credits) | \$6,500 (max. \$4,500 subsidized) | \$10,500 (max. \$4,500 subsidized) | |
| 3rd and 4th year (60+ college credits) | \$7,500 (max. \$5,500 subsidized) | \$12,500 (max. \$5,500 subsidized) | |
| Aggregate Loan Limits | \$31,000 (No more than \$23,000 in subsidized loans) | \$57,500 (No more than \$23,000 in subsidized loans) | \$138,500 (The graduate debt limit includes Direct Loans received for undergraduate study) |

2019-2020 FINANCIAL AID

FAFSA VERIFICATION

Families may be asked to provide documentation to validate information provided on the aid applications through a process called Verification. Students who are selected must complete the Verification process to confirm their eligibility for aid. The College may require verification to resolve discrepant information provided in the process of applying for aid or prior to consideration of special circumstances.

Students are encouraged to respond promptly to any request for verification documents. Failure to supply the requested forms in a timely manner will significantly delay the processing of financial aid and may result in the cancellation of aid.

ACCEPTING YOUR AWARD

If you are accepting all awards, you do not need to sign and return your award letter. Scholarships and grants are automatically accepted on the student's behalf. By completing the assigned loan requirements the student is accepting the loans offered for the academic year, unless otherwise specified.

DECLINING YOUR AWARD

To decline any of your offered awards, cross out the specific award on your award letter, sign your letter, and return to PNCA's Financial Aid Office. It is required that you send this letter back to inform the Financial Aid Office that you are declining an award. Failure to do so could result in delays for the disbursement of other awards.

2019-2020 FINANCIAL AID

INCOMPLETE OR MISSING DOCUMENTS

Failure to supply completed financial aid forms in a timely manner will significantly delay the processing of financial aid and may result in the cancellation of aid.

CHANGES IN ENROLLMENT STATUS

If a student drops below full-time enrollment (less than 12 credits in a semester), eligibility for aid will be reviewed. Students must be enrolled at least half-time to be eligible for Federal Direct Loans and PLUS Loan funds. Limited Federal Pell Grant funds may be available to students enrolled less than half-time. Enrollment requirements will vary depending on the conditions of the specific scholarship. To know the enrollment proation of a scholarship contact the Financial Aid Office.

2019-2020 FINANCIAL AID

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.

TAXABILITY OF GRANTS AND SCHOLARSHIPS

Taxability of Scholarships & Grants from all sources received in a calendar year in excess of the amount of tuition and books/supplies for that calendar year are subject to federal income tax. The College is not responsible for notifying students of the taxable amounts of grants and scholarships. The Office of Financial Aid cannot serve as a tax consultant or adviser, but detailed information concerning the taxability of scholarships and grants can be found in IRS Publication 970 Tax Benefits for Education, on www.irs.gov, or by consulting a personal tax adviser.

2019-2020 FINANCIAL AID

OFFICIAL WITHDRAWAL & FINANCIAL AID

If you withdraw from the College during a semester, institutional aid (grants and scholarships awarded by PNCA) will be prorated based on the time attended. Any unearned institutional aid will be removed from the student's 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. Unearned "F" grades (awarded if you cease attendance in one or all of your classes but do not officially withdraw) are treated as "W" grades for purposes of federal financial aid review and adjustment. For more detailed information regarding the Federal Return To Title IV (federal aid) calculation, please contact PNCA's Financial Aid Office.

2019-2020 FINANCIAL AID

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 CRITICAL STUDIES PROGRAM): 90 SEMESTER CREDIT HOURS

GRADUATE STUDENTS (CRITICAL STUDIES PROGRAM): 67.5 SEMESTER CREDITS 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 their 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, they will be disqualified from receiving further financial aid through PNCA. Students who disagree with their disqualification status or have mitigating circumstances may submit an appeal to the director of Financial Aid for a review of their particular situation. If a SAP appeal 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.

Note: Recipients of PNCA scholarships must also meet the SAP standards associated with their awards.

A decorative pink wavy line graphic that starts from the left edge, dips down, rises to a peak, dips again, and then rises towards the right edge.

2019-2020 FINANCIAL AID

DISBURSING FINANCIAL AID

Financial aid will be applied to student accounts and used to address charges incurred, such as tuition and fees as well as room and board if a student resides on campus. Financial aid funds cannot be applied until the appropriate paperwork has been completed and the funds are received.

STUDENT ACCOUNT REFUNDS

Financial aid applied to a student account that exceeds the amount a student has been charged may be refunded to the student. Refunds must be used to cover education-related expenses such as off-campus living expenses, transportation and/or books and supplies. Refund checks are released by the Student Accounts Office after the add-drop period and weekly thereafter. Refer to the Costs/Tuition section of this handbook for more information on student account refunds.

Academic Policies

| | | | |
|--|----|--|----|
| Degree Requirements | 46 | Eligibility To Graduate | 61 |
| Selecting A Major | 47 | Graduation Details | 61 |
| Changing Your Major | 47 | Graduate Programs Extension Policy | 62 |
| Attendance | 47 | Fees | 62 |
| Credits | 47 | Graduation And Persistence Rates | 63 |
| Enrollment Status | 48 | Withdrawal From The College During The Semester | 64 |
| Registering For Courses | 48 | Withdrawal From The College During The Summer Semester | 65 |
| Add/Drop | 48 | Special Circumstance Withdrawal From A Course | 66 |
| Withdrawal From A Course | 49 | Readmission After Dismissal | 66 |
| Auditing Policy | 49 | Protection Against Improper Evaluation | 68 |
| Repeating A Course | 49 | Contesting A Grade | 68 |
| Independent Study/Internships | 51 | Course Evaluations | 69 |
| Internships | 51 | Digital Tools Challenge Exam | 69 |
| Fulbright U.S. Student Program | 52 | Challenge To Placement In A Course | 69 |
| Grades | 53 | Course Waiver | 70 |
| Grading Criteria | 54 | Prerequisite Exemption | 70 |
| Dean's List | 55 | Community Education Course Benefit | 71 |
| Undergraduate Satisfactory Academic Progress, Probation, And Dismissal | 55 | Alumni Discount Benefits | 71 |
| Graduate First Year Review/ Program Assessment And Improvement | 56 | Cross-Registration | 72 |
| Graduate Satisfactory Academic Progress, Probation, And Dismissal | 57 | Domestic Mobility Programs | 73 |
| Leave Of Absence | 58 | Information For BFA Transfer Students | 74 |
| Eligibility To Enter The Thesis Year | 59 | BFA Transfer Credit | 75 |
| Eligibility To Graduate | 60 | Reed + Pnca Joint Degree | 76 |
| Eligibility To Walk In Commencement | 60 | | |
| Graduation Details | 60 | | |

ACADEMIC POLICIES

MFA DEGREE REQUIREMENTS

The MFA degree program requires 60 credits of graduate study. Requirements for MFA degree programs and course descriptions are available at www.pnca.edu. The Graduate program does not accept transfer credit. Changing programs within the Graduate program is only available with the approval of the Academic Dean and the Dept. Chairs. These exceptions may affect a student's financial aid package and/or requirements to complete the degree.

MA DEGREE REQUIREMENTS

The MA in Critical Studies degree program requires 45 credits of graduate study. The MA in Design Systems degree program requires 40 credits of graduate study. Requirements for majors and course descriptions are available at www.pnca.edu. The Graduate program does not accept transfer credit. Changing programs within the Graduate program is only available with the approval of the Academic Dean and the Dept. Chairs. These exceptions may affect a student's financial aid package and/or requirements to complete the degree.

BFA DEGREE REQUIREMENTS

A minimum of 120 credits is required to earn the Bachelor of Fine Arts degree (121 credits if required to take the 'First Year Seminar course'). For all majors this includes: 75 (76) in studio, 30 in Liberal Arts and Sciences, and 15 in Art History. Of the studio credits, 15 (16) 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. Requirements for majors and course descriptions are available at www.pnca.edu. A minimum two-year residency at the College is required.

ACADEMIC POLICIES

SELECTING A MAJOR

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

CHANGING YOUR MAJOR

You may change your major at any time, but due to course requirements within each area, additional coursework may be required, which could possibly extend your time at the College. If you would like to change your major, schedule an appointment with your Department Head in that major to plan a course schedule that will allow you to graduate in a timely fashion. You must submit a Declared/Change of Major form to the Registration Office, form is available in that office.

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.

PNCA typically offers 3 credit Studio courses that meet for 6 hours of classroom time and require 3 hours of work outside of class per week.

Liberal Arts, Art History and Science courses offered for 3 credits meet for 3 hours and require 6 hours of work outside of class per week.

ACADEMIC POLICIES

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, their 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 5 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 \$250 late registration fee.

ADD/DROP

You may add or drop courses during the first two weeks of the Fall and Spring 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. Note that Summer semester is condensed and therefore will have a shortened add/drop period (see Academic Calendar).

ACADEMIC POLICIES

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 head, and a Financial Aid Office staff member beforehand. Withdrawing from a course may affect your eligibility for financial aid.

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. Permission to Audit forms are available in the Registration Office. Audited courses do not count as credits earned toward a degree, nor do they affect the student's GPA. You may want to consult with your department head about your desire to audit a course for non-credit.

No additional tuition will be charged for full-time students. Part-time students will be charged \$635 per credit hour.

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.

ACADEMIC POLICIES

INDEPENDENT STUDY – UNDERGRADUATE

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 undergraduate students with studies that are not available through 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 Area 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) INDEPENDENT STUDY CONTRACT FORMS ARE AVAILABLE IN THE REGISTRATION OFFICE.

(2) REQUEST APPROVAL FOR YOUR PROPOSAL FROM YOUR DEPARTMENT HEAD. IN YOUR PROPOSAL, STATE YOUR SPECIFIC GOALS AND THE PROJECTS, METHODS OF EVALUATION, AND NUMBER OF CREDITS FOR YOUR INDEPENDENT STUDY.

(3) DEPARTMENT HEAD WILL WORK WITH YOU TO FURTHER DEVELOP YOUR PROPOSAL AND SELECT AN APPROPRIATE FACULTY SUPERVISOR. THE DEPARTMENT HEAD, FACULTY SUPERVISOR, AND ACADEMIC DEAN MUST SIGN THE FORM.

(4) SUBMIT YOUR COMPLETED INDEPENDENT STUDY CONTRACT TO THE REGISTRATION OFFICE.

The Registration office will officially register you for the Independent Study. These steps must be completed before the Add/Drop deadline for the semester.

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 (only upon approval of Academic Dean).

INDEPENDENT STUDY – GRADUATE

Graduate program students: Independent Study requires approval of your Department Chair. Independent Study Forms are available in the Registration office.

ACADEMIC POLICIES

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 BridgeLab Career Center. You should speak with the Director of the BridgeLab Career Center, faculty members, and department chairs to find an ideal internship. Once you have secured an internship, meet with the Director of the BridgeLab Career Center 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 and Illustration majors are distinguished by the title Design Arts Internship (Course number DA441). Design Arts students are required to complete at least one 3 credit Design Arts Internship OR DA445 Center for Design (C4D). An internship is to be arranged through the BridgeLab Career Center. All internships are graded on a Pass/Fail basis.

Find additional internship information by searching for the Traditional Internship site and Communication Design Internships site on Homeroom.

INTERNSHIPS – GRADUATE

Graduate program students: Graduate Internship (Course number HF501) internships are graded on a pass/fail basis. Please contact BridgeLab for more information.

ACADEMIC POLICIES

FULBRIGHT U.S. STUDENT PROGRAM

PNCA student and recent alumni are encouraged to apply for the Fulbright U.S. Student Program. This Federal grant offers research, study, and teaching opportunities in over 140 countries to recent graduates. Successful proposals typically take a year or more to develop, so it is beneficial to begin the process early in your undergraduate or graduate studies at PNCA. It is never too soon to start! The application process will take place the summer before your final year at PNCA, and you may apply up to five years after graduation.

PNCA's Fulbright Program Adviser (FPA) is Academic Dean Kate Copeland. She holds informational sessions throughout the year and posts information here: <https://homeroom.pnca.edu/sites/1739>. Further information about the Fulbright U.S. Student program can be found here: <http://us.fulbrightonline.org>

ACADEMIC POLICIES

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 reg.pnca.edu 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 |

ACADEMIC POLICIES

GRADING CRITERIA

Please note: Graduate program students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA. A Graduate program student has the right to contest a grade by petitioning the Graduate Chair and Academic Dean in writing.

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 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 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 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.

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.

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 (WEEK 5 IN SUMMER). 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.

ACADEMIC POLICIES

DEAN'S LIST

The Dean's List recognizes academic excellence for full-time undergraduate 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.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

Undergraduate 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 Student Grievance Resolution Policy.)

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 Academic Policy Review Committee at academicaffairs@pnca.edu to register for any 400-level courses. Additional restrictions on the academic status of seniors are described in the Catalog and in the Thesis Handbook.

ACADEMIC POLICIES

GRADUATE First Year Review/ Program Assessment and Improvement

Formal program assessment and evaluation of student achievement and progress occurs throughout the duration of each of the Graduate program according to program-specific scheduling. Formal program assessment occurs specifically through:

FIRST YEAR REVIEW

.....

COURSE AND FACULTY EVALUATIONS

.....

MENTOR/STUDENT EVALUATIONS

.....

THESIS PROPOSAL PRESENTATIONS

.....

THESIS EXHIBITION AND ORAL DEFENSE

.....

Consult with your Department Chair for program-specific formats for each of these types of assessment.

ACADEMIC POLICIES

GRADUATE SATISFACTORY ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

If at any point in time during MFA/MA program an MFA/MA candidate drops below a cumulative 3.00 grade average they will be placed on probation for the following semester. The candidate should consult with their Department Chair to create a plan for improvement in the next semester. Probation is limited to one semester and if the MFA/MA candidate does not increase their grade point to a 3.00 or above average by the end of the probationary semester the candidate will be dismissed from the College.

ACADEMIC POLICIES

LEAVE OF ABSENCE

You may take a leave of absence for up to two years, return without reapplying, and retain the degree requirements from your major at the time you initially enrolled (Note: some programs may have limits as to which semester you may return). 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.

ACADEMIC POLICIES

ELIGIBILITY TO ENTER THE THESIS YEAR (UNDERGRADUATE)

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 the Academic Policy Review Committee at academicaffairs@pnca.edu. 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.

ACADEMIC POLICIES

ELIGIBILITY TO GRADUATE

UNDERGRADUATE PROGRAM

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 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 Policy Review Committee at academicaffairs@pnca.edu 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

UNDERGRADUATE PROGRAM

Seniors who have successfully completed all required coursework for the degree are eligible to participate in the commencement exercises. If a senior has three or fewer outstanding credits, they may submit a petition to the Academic Policy Review Committee at academicaffairs@pnca.edu before the end of the 10th week of the semester, requesting an exception. Students who have completed their Thesis coursework but still have outstanding requirements have a maximum of 2 years 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

(UNDERGRADUATE PROGRAM)

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.

ACADEMIC POLICIES

ELIGIBILITY TO GRADUATE

GRADUATE PROGRAM

MFA Graduate Degree Requirements: The MFA degree program requires 60 units of graduate study. Graduate students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA.

MA Graduate Degree Requirements: The MA degree program requires 45 units of graduate study. Graduate students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA.

GRADUATION DETAILS

GRADUATE PROGRAM

The Registrar in collaboration with your Department Chair will give students preliminary notice of credit status for graduation in the semester preceding their graduation semester. You and your classmates will take part in planning your commencement program, including the distribution of announcements. If you have any outstanding balance on your account you will not receive your diploma until all obligations to the College have been satisfied. This includes all outstanding fees.

MFA/MA Program Chairs will nominate a graduate commencement speaker each year.

ACADEMIC POLICIES

GRADUATE PROGRAMS EXTENSION POLICY

If a PNCA graduate candidate determines that he or she cannot finish their program on time due to extenuating circumstances, 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 | \$450 |
|---------------|-------|

GRADUATION AND PERSISTENCE RATES

Persistence rate: for the 2017 cohort: 69% (number of full-time, first-time freshmen who entered fall 2017 and re-enrolled in fall 2018)

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

Graduation rate: based on the 2012 cohort: 43% (number of first-time freshmen that completed within six years)

GRADUATION RATE BASED ON THE 2012 COHORT BY GENDER

| Gender | 4 yr graduation rate | 5 yr graduation rate | 6 yr graduation rate |
|---------------------------|----------------------|----------------------|----------------------|
| Men | 33% | 44% | 56% |
| Women | 31% | 37% | 39% |
| Total First Time Freshman | 31% | 39% | 43% |

GRADUATION RATE BASED ON THE 2012 COHORT BY RACE/ETHNICITY

| Race/Ethnicity | 4 yr graduation rate | 5 yr graduation rate | 6 yr graduation rate |
|---|----------------------|----------------------|----------------------|
| Nonresident alien | 100% | 100% | 100% |
| Hispanic/Latino | 33% | 67% | 67% |
| American Indian or Alaska Native | 0% | 0% | 0% |
| Asian | 33% | 33% | 33% |
| Black or African American | 0% | 0% | 0% |
| Native Hawaiian or Other Pacific Islander | n/a | n/a | n/a |
| White | 32% | 38% | 41% |
| Two or more races | 27% | 45% | 55% |
| Race and ethnicity unknown | n/a | n/a | n/a |
| Total First Time Freshman | 31% | 39% | 43% |

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

ACADEMIC POLICIES

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 or contact the Registration office registration@pnca.edu 503-821-8903. 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 eighth week of the semester (no refunds after week 8), you may be eligible for a refund of tuition, as follows:

| | |
|-----------------------|--------------------------|
| BEFORE THE FIRST WEEK | 100% OF TUITION REFUNDED |
| DURING THE FIRST WEEK | 100% OF TUITION REFUNDED |
| SECOND WEEK | 100% 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. Unearned "F" grades are treated as "W" grades for purposes of federal financial aid review and adjustment (see "OFFICIAL WITHDRAW & FINANCIAL AID" section on page X). If you must withdraw from PNCA due to an emergency, you may petition for a Special Circumstance Withdrawal from College (see section PETITION FOR AN EXCEPTION TO AN ACADEMIC POLICY). 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.

ACADEMIC POLICIES

WITHDRAWAL FROM THE COLLEGE DURING THE SUMMER SEMESTER

In order to withdraw from PNCA, students must submit a completed withdrawal form to the Registrar or contact the Registration office registration@pnca.edu 503-821-8903. Students may withdraw from all coursework through the fourth week of the eight-week Summer Semester and receive a grade of "W" on their transcript. After the fourth week, the recorded grades will be "F", except in unusual circumstances. Withdraws for the Summer Semester will automatically drop the Low-Residency student from the credit bearing Fall Studio off-site class, with a 100% refund of tuition charges for Fall. Students who officially withdraw from all classes during the Summer Semester may be eligible for a partial refund of tuition charges, calculated as follows:

OFFICIAL WITHDRAWAL DURING THE:

| | |
|--------------|--------------------------|
| FIRST WEEK: | 100% OF TUITION REFUNDED |
| SECOND WEEK: | 60% OF TUITION REFUNDED |
| THIRD WEEK: | 40% OF TUITION REFUNDED |
| FOURTH WEEK: | 20% OF TUITION REFUNDED |

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

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

ACADEMIC POLICIES

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. (see section PETITION FOR AN EXCEPTION TO AN ACADEMIC POLICY).

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 will be necessary to regain your financial aid eligibility. Please contact the Registration Office registration@pnca.edu and the Financial Aid Office financialaid@pnca.edu for additional information.

ACADEMIC POLICIES

PETITION FOR AN EXCEPTION TO AN ACADEMIC POLICY

If you would like to request an exception to an academic policy, you may petition the Academic Policy Review Committee. You must explain in writing what special circumstances caused you to be unable to meet the policy or deadline at issue.

The Committee grants such petitions if the student can document “extenuating circumstances.” Extenuating circumstances are typically unexpected, disabling, and beyond the student’s control, such as serious illness or death in the family. The committee may ask for supporting documentation, such as a letter from a health care provider. If appropriate, the petition should include a plan for avoiding similar circumstances in the future.

Please direct the petition, either by e-mail or in letter form to:

Office of Academic Affairs

511 NW Broadway
Portland, Oregon 97209

academicaffairs@pnca.edu

They will convene the committee and respond to you with their decision.

ACADEMIC POLICIES

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 your statement, follow up with you. The next step will likely be a meeting with you and the instructor to facilitate a meeting with the Chair and/or Dean. The department chair or Dean will make a decision and write a summary of the meeting, sharing that with all parties involved.

ACADEMIC POLICIES

COURSE EVALUATIONS

Course evaluations are essential to BFA, MFA, and MA 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.

DIGITAL TOOLS CHALLENGE EXAM

If you have significant experience with digital design tools and media, you may challenge the Visual Elements: Digital Tools class.

For more information, contact the Foundation Department chair.

CHALLENGE TO PLACEMENT IN A COURSE

A student may choose to challenge placement prior to the beginning of the semester. A challenge to placement must be brought by the student to the department chair responsible for that course, and be reviewed by the department chair. Such a challenge to placement must be completed and approved prior to the 2nd week Add/Drop deadline for classes if you need to replace challenged credits hours with a new course or courses in order to maintain full-time status for the semester (12 credit hours). It is best practice to have this completed prior to the semester to allow you to find a replacement course before the end of the Add/Drop deadline.

ACADEMIC POLICIES

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. Receiving a waiver is not the same as receiving credit; the credits still 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 and approval of your Department Head in your major. The course waiver must be completed and approved prior to the 2nd week Add/Drop deadline for classes if you need to replace challenged credits hours with a new course or courses in order to maintain full-time status for the semester (12 credit hours). It is best practice to have this completed prior to the semester to allow you to find a replacement course before the end of the Add/Drop deadline. Contact an Academic Advising / Registration registration@pnca.edu 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 your or the Department Head in which the course is offered for more information.

ACADEMIC POLICIES

COMMUNITY EDUCATION COURSE BENEFIT

Full-time BFA, MFA and MA students may take Community Education classes or workshops on a space-available basis (Community Ed. has discretion to limit courses offered for benefit). Course tuition and credit fees are waived. However, students must pay the department fees and any other course-related costs. Courses offered for academic credit may count towards your degree.

Full-time BFA, MFA and MA students may take summer classes on space-available basis, provided they were enrolled full-time at PNCA during the previous spring semester and are registered full-time for the upcoming fall semester.

ALUMNI DISCOUNT BENEFITS

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

ACADEMIC POLICIES

CROSS-REGISTRATION

PNCA, is an affiliate member of the "Alliance" - Independent Colleges and Universities

<http://oaicu.org/members/>

The Alliance participates with most of Oregon's independent colleges in cross-registration. As a fulltime PNCA student (you must be registered for a minimum of 12 credits at PNCA), you may take one course per semester, on a space available basis, at another OAICU campus. No additional tuition will be charged except for special course fees charged to all enrolled students. You may not register for a course that is offered at PNCA. The benefit applies to fall and spring semesters only, not summer.

If you find a course of interest and want to know how it will transfer towards your requirements, consult with the PNCA Registrar or Associate Registrar (room 268) registration@pnca.edu

STEPS TO FOLLOW IN ORDER TO CROSS-REGISTER:

- 1. CHECK THE COURSE OFFERINGS OF THE SCHOOL YOU WISH TO ATTEND TO DETERMINE WHICH COURSE(S) YOU ARE INTERESTED IN. (SEE MORE INFO ON THIS BELOW.)**
- 2. CALL THE REGISTRAR'S OFFICE AT THAT SCHOOL AND LET THEM KNOW YOU ARE A FULL TIME PNCA STUDENT INTERESTED IN CROSS-REGISTRATION. THEY CAN LET YOU KNOW IF THE COURSE YOU ARE INTERESTED IN IS STILL OPEN, AND HOW TO BEST PROCEED FROM THERE.**

If you are given the okay to go ahead from the host school's Registrar, pick up a cross-registration form from PNCA's Registrar or Associate Registrar and get the signatures of BOTH Registrars on the form. Submit the completed form to PNCA's Registrar.

ACADEMIC POLICIES

DOMESTIC MOBILITY PROGRAMS

PNCA is a member of the Association of Independent Colleges of Art and Design (AICAD). Among its programs, AICAD has the AICAD Exchange 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 AICAD Exchange Program, you must meet all of the following requirements:

A MINIMUM OF 60 COMPLETED CREDITS

JUNIOR STANDING IN YOUR MAJOR

A MINIMUM CUMULATIVE GPA OF 2.5

A MINIMUM OF TWO FULL-TIME SEMESTERS COMPLETED AT PNCA

A COMPLETED APPLICATION AND PORTFOLIO

With the AICAD Exchange 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 International Office for more information in your sophomore year.

The application deadline is March 15 for fall and October 1 for spring. The following schools participate in the AICAD Exchange Program:

ALBERTA COLLEGE OF ART & DESIGN

ART ACADEMY OF CINCINNATI

CALIFORNIA COLLEGE OF THE ARTS

CLEVELAND INSTITUTE OF ART

COLLEGE FOR CREATIVE STUDIES

COLUMBUS COLLEGE OF ART & DESIGN

EMILY CARR INSTITUTE OF ART & DESIGN

KANSAS CITY ART INSTITUTE

LAGUNA COLLEGE OF ART & DESIGN

LESLEY ART + DESIGN (FORMERLY AIB)

MAINE COLLEGE OF ART

MARYLAND INSTITUTE COLLEGE OF ART

MASSACHUSETTS COLLEGE OF ART AND DESIGN

MILWAUKEE INSTITUTE OF ART & DESIGN

MINNEAPOLIS COLLEGE OF ART & DESIGN

MONTSERRAT COLLEGE OF ART

MOORE COLLEGE OF ART & DESIGN

NEW HAMPSHIRE INSTITUTE OF ART

NOVA SCOTIA COLLEGE OF ART & DESIGN

ONTARIO COLLEGE OF ART

OTIS SCHOOL OF ART

PENNSYLVANIA ACADEMY OF THE FINE ARTS

PENNSYLVANIA COLLEGE OF ART AND DESIGN

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 AT TUFTS

UNIVERSITY OF THE ARTS

WATKINS COLLEGE OF ART

ACADEMIC POLICIES

INFORMATION FOR BFA TRANSFER STUDENTS

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

PNCA offers a comprehensive and demanding program of sequential classes that lead to a Bachelor of Fine Arts degree in the following majors: Graphic Design, Illustration, Animated Arts, Intermedia, Photography, Video and Sound, Painting, Printmaking, Sculpture, and Creative Writing. Much of a student's success in this program is based on the completion of PNCA's Foundation Year prior to study within a specified major. If you are a transfer student accepted for admission to the College at an advanced level (beyond Foundation Year), you must have taken courses and earned credit that reflects a foundation level experience similar to our program as outlined in our catalog. We generally accept transfer credit from colleges that are regionally accredited.

It is the school's intention to accept foundation level experience earned from colleges with programs that vary from PNCA's. This sometimes means that credit earned in those programs may not be equivalent to what is required at PNCA. In such cases, required courses may be waived with credit hours added to electives following transcript evaluation by the Academic Advising/Registrar's Office. Courses can be waived, but credit cannot.

For example, PNCA requires 3 credits of foundation 3-D design, where some schools require only 2 credits. We will accept those 2 credits as fulfilling our requirement, and waive the remaining course requirement, adding the remaining credit hours to studio electives.

Your level of placement beyond Foundation is determined when you are offered enrollment. It is based primarily on your portfolio/slides of artwork in relation to studio courses taken at other colleges and how they apply to PNCA's curriculum. Liberal Arts credits are distributed categorically. You must complete any remaining foundation requirements during your first year at PNCA, schedule permitting. These cannot be deferred to the senior year. If you were accepted at the foundation level with studio transfer credits, you must complete all Foundation studio requirements except those specifically waived in the enrollment offer.

You must fulfill the total number and distribution of credit requirements for graduation as published in the catalog. You will have access to your credit tracking sheet which can be reviewed with your Department Head (Program Advisor).

ACADEMIC POLICIES

BFA TRANSFER CREDIT

PNCA will accept credit from any academically accredited two-year or four-year institution. There is no time limit on the transfer of credits. The College may, on a case-by-case basis, accept credits from an institution that is a candidate for accreditation or an institution accredited under the category of trade school. Only credits earned with a grade of C- or better will be considered for transfer. Transfer applicants must have at least a 2.0 grade point average from the last time they attended school on a full-time basis in order to have their application reviewed. PNCA will accept a maximum of 72 transfer credits. In the case of a college closure, PNCA may accept up to 90 credits. To request such an exception, submit a request in writing to the Registrar/Academic Advising office for review. registration@pnca.edu

PNCA's requirements for a BFA degree include a minimum of 45 required and elective semester credits in the areas of liberal arts and sciences, and art history. All or part of these credits may be transferred from another institution. To be eligible, coursework must be relevant to PNCA's degree requirements.

Please see the online catalog for course descriptions and more information about these requirements: Self Service Catalog search or <https://pnca.edu/academics/bfa>

EXAMPLES OF RELEVANT COURSEWORK IN LIBERAL ARTS AND SCIENCE:

HUMANITIES: LANGUAGES, LITERATURE, PHILOSOPHY, CULTURAL GEOGRAPHY, SPEECH (UPPER DIVISION COURSEWORK ONLY), RELIGIOUS STUDIES (UPPER DIVISION COURSEWORK ONLY), JOURNALISM (UPPER DIVISION COURSEWORK ONLY)

SOCIAL SCIENCES: SOCIOLOGY, PSYCHOLOGY, ANTHROPOLOGY, ARCHEOLOGY, HISTORY, POLITICAL SCIENCE, ECONOMICS, WOMEN'S STUDIES, PHILOSOPHY

NATURAL SCIENCE: BIOLOGY, BOTANY, CHEMISTRY, GEOLOGY, PHYSICS, ZOOLOGY, ATMOSPHERIC SCIENCE, BIOCHEMISTRY, BIOPHYSICS, GEOGRAPHY, MICROBIOLOGY, ENTOMOLOGY, ASTRONOMY, OCEANOGRAPHY

OTHER AREAS OF STUDY

BUSINESS ADMINISTRATION, MUSIC HISTORY

To fulfill requirements for upper division liberal arts and science, the transfer credit should be at the 300 (junior) level or above. Though this is ultimately up to the discretion of Registration and the Department Chair to decide if lower level liberal arts and science transfer to allow students to more freely focus on Studio Course requirements.

Students who enter with a previous degree from an accredited four-year college are assumed to have fulfilled the liberal arts and sciences requirements. This does not include the Art History sequence. Art History transfer credits only apply to comparable Art History requirements at PNCA; they do not count toward general Liberal Arts.

PNCA's requirements for its BFA degree include a minimum of 75 required and elective credits in studio art. Students seeking advanced placement or course waivers should read carefully, and be familiar with, the sequence and description of studio art classes required by their major.

Comparing course descriptions is a major part of credit transfer. For credit to transfer, courses previously taken must relate, in content and depth, to courses described in PNCA's current catalog. PNCA credits are earned on a semester basis. Credits at other institutions may, however, be earned on a semester or a quarter 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 semester credits) at PNCA to receive a BFA degree from the College. Credits earned at another college are not transferred until the Registrar receives an official transcript. Veteran's eligible for benefits must submit their military transcript for review to determine if any credit is eligible for transfer.



ACADEMIC POLICIES

Reed + PNCA Joint Degree

PNCA and Reed College offer a unique opportunity to students interested in combining the rigor and academics of a liberal arts BA with the studio exploration and critical analysis of a BFA. Through the Reed + PNCA Joint Degree program, you can earn two degrees in just five years: a BFA from PNCA and a BA from Reed.

You'll spend the first and second years in courses at Reed, focusing on studies in liberal arts and humanities to foster ideas and inquiry. Then, you'll spend years three and four in full-time study at PNCA in the studio arts building skills in critical analysis through research, projects, and courses within a chosen major. In your fifth year, you will combine work at both institutions culminating in the forms of a studio capstone project and written thesis.

Students interested in pursuing the Reed/PNCA Joint Degree Program must be accepted individually into each college.

For further information please contact PNCA's Registration Office registration@pnca.edu.

Student Life

| | |
|--|----|
| The Office Of Student Life | 78 |
| Student Council | 79 |
| Student Activities Council | 80 |
| Student Health Insurance | 81 |
| Student Counseling Services | 81 |
| Disability Resources | 81 |
| Academic Support Services For Students | 83 |
| Diversity And Inclusion At Pnca | 85 |
| Bridgelab Career Center | 86 |
| Advancement Office | 87 |
| Alumni Relations | 87 |
| Parent Relations | 88 |

STUDENT LIFE

THE OFFICE OF STUDENT LIFE

The office of Student Life supports student development by facilitating broadly inclusive extracurricular activities and safe spaces to engage in community, agency, and self expression. The office of SL recognizes the importance of ritual and traditions as a way of supporting PNCA affiliation and student retention.

OUR SUPPORT INITIATIVES TO STUDENTS INCLUDE, BUT ARE NOT LIMITED TO:

FACILITATING STUDENT LIFE EVENTS.

OVERSEEING THE STUDENT ACTIVITIES COUNCIL.

COLLEGE APPOINTED LIAISON TO STUDENT COUNCIL AND STUDENT CLUBS.

MANAGING THE PNCA COUNSELING CENTER.

COORDINATING THE STUDENT HEALTH INSURANCE PROGRAM.

SERVE AS A POINT OFFICE FOR THE STUDENT; CONDUCT, ASSESSMENT, RESPONSE, AND EVALUATION (CARE) TEAM.

COORDINATING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.

PUBLISHING THE STUDENT HANDBOOK

PRODUCING STUDENT ORIENTATION

STUDENT LIFE

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 LEADERSHIP REQUIREMENTS (AS OF SPRING 2017):

MUST HAVE A MINIMUM 2.5 GPA

BE A CURRENTLY REGISTERED STUDENT

MUST BE IN GOOD ACADEMIC STANDING

(STUDENTS WHO FALL BELOW THE MINIMUM GPA REQUIREMENT OR ARE PLACED ON ACADEMIC
PROBATION MUST STEP OFF THE STUDENT COUNCIL UNTIL THEY RESOLVE THEIR STANDING.)

All Student Council leaders must work closely and collaboratively with Student Life as their college liaison, as well as promote professionalism, integrity, and respect for fellow students, faculty, staff, and all members of the College community.

STUDENT LIFE

STUDENT ACTIVITIES COUNCIL

PNCA's Student Activities Council meets weekly to plan and develop student activities and events. The Activities Council has set responsibilities including the Halloween Party and End of the Year Party. The Council is Funded through student fees and supported by the college administration.

The Activities Council motivates students by providing an opportunity for students to curate and program the events and activities they want to see in their institution. The activities council is overseen by Student Life providing professional development and skill building in planning and coordination.

Student Activities Council member requirements::

MUST BE A CURRENTLY REGISTERED STUDENT

.....

MUST BE IN GOOD ACADEMIC STANDING

.....

(STUDENTS WHO FALL BELOW THE MINIMUM GPA REQUIREMENT OR ARE PLACED ON ACADEMIC PROBATION MUST STEP OFF THE STUDENT COUNCIL UNTIL THEY RESOLVE THEIR STANDING.)

All Activities Council members must work closely and collaboratively with Student Life and Student Council as their college liaison, as well as promote professionalism, integrity, and respect for fellow students, faculty, staff, and all members of the College community.

STUDENT LIFE

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 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.

STUDENT COUNSELING SERVICES

The PNCA Counseling Center is also available at no out-of-pocket expense to students for the first 10 sessions (per academic year). The student's insurance will be billed and the college will subsidize the visits by paying remaining fees for those 10 visits. To make an appointment with, please contact Student Life, at studentlife@pnca.edu or by phone at 503-821-8925. 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 Jackson Seemayer, Associate Director of Student Life.

STUDENT LIFE

ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center (ASC), located in the Library, is PNCA's library- and student-driven research and study support network. Library staff help students build confidence in a broad range of academic areas through one-on-one in-person sessions that can be 30 to 60 minutes, or regularly scheduled if need be. During each session, the student works with ASC staff on specific desired outcomes (such as writing an outline for a paper, revising an essay, or finding sources for research). ASC Staff share their knowledge and interests with students in the areas of brainstorming, writing, research, presentation, studio practice, and general homework assistance. Direct inquiries for ASC to: asc@pnca.edu

STUDENT LIFE

ACADEMIC SUPPORT SERVICES FOR STUDENTS

Academic Advising

The Academic Advising / Registration office posts PNCA's academic policies and curriculum requirements on this site and on www.pnca.edu. You are encouraged to meet with your Dept. Head at least once each semester to help you select appropriate classes during registration, monitor your progress toward degree completion on your graduation tracking sheet and counsel you about your education options.

Contact Registration registration@pnca.edu for more information.

Foundation Year

From day one, students are assigned a First Year Mentor, their instructor for First Year Seminar. This mentor works with them throughout freshman year as the student adjusts to college life.

When students declare their major, usually during the second semester of the Foundation Year, they are introduced to their Program Advisor, typically the Dept. Head of their major or another full-time faculty from that major.

Sophomore through Senior Year

Students meet regularly with their Program Advisor/Dept. Head. Program Advisors check in a couple of times per semester to help advise a student on their graduation plans. Program Advisors also help students who need assistance with registering for classes.

Senior Year

In Senior Year, in addition to a Program Advisor, students are assigned a Thesis Mentor. A Thesis Mentor's assistance is focused on supporting the development and production of the thesis project and the student continues to meet with their Program Advisor until graduation.

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STUDENT LIFE

ACADEMIC SUPPORT SERVICES FOR STUDENTS

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Transfer Students

New students who are not Foundation Year students, will be connected to their Program Advisor via an email welcoming them to PNCA. New transfer students will meet their Program Advisor via email, or via internet video and/or during New Student Orientation.

Graduate Students

Meet with your Dept. Chair they advise you throughout your program

Area Chairs and Department Heads

Each academic department at the College is managed by an Area Chair or Department Head, who oversees its curriculum, facilities, resources, students, and faculty. You can contact your Chair/Head for guidance about your major and to discuss your experience in the department. Your department Chair/Head can also assist you with questions and concerns about courses, faculty, internships, events, and other departmental issues.

A list of the Area Chairs and Department Heads 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/CatalogSearch.aspx> or <https://pnca.edu/academics/bfa>. The catalog lists all courses and current descriptions. The PNCA Academics web page lists the course requirements by major. 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 in the department.

STUDENT LIFE

DIVERSITY AND INCLUSION AT PNCA

As a learning community, at Pacific Northwest College of Art we value, respect, and appreciate difference—in gender, sexual orientation, religion, ethnicity, national origin, disability, and age. We strive to create a safe and supportive environment that welcomes variety in voices, work, and perspectives. We know that we are a better community of learners and educators when we embrace a multiplicity of worldviews and experiences.

Thus diversity and inclusion at PNCA are crucial to our intellectual and aesthetic inquiry.

Guided by the principles of ethics and mutual respect PNCA's policies and procedures strive to ensure equity and social justice within our community of students, educators, and staff.

Discrimination, harassment, and assault for any reason are not tolerated.

A platform for experimentation and expression in the arts, PNCA is also a laboratory for critical reflection and dialog that grows better, more informed, more critically engaged citizens while it grows emerging artists and designers. An important aspect of our curriculum is building an awareness of and critical culture around issues of power and privilege in order to decolonize our curriculum.

PNCA's Equity and Social Justice Action Committee is made up of students, faculty, staff, and board members. The work of the committee to further diversity and inclusion at PNCA is ongoing.

STUDENT LIFE

BRIDGELAB CAREER CENTER

The BridgeLab Career Center is here to support your development as a working artist, designer, or maker during your time at PNCA and throughout your career as you navigate a life of professional creative practice. Whether you plan to work for someone else or bring your own product or service to market after graduation, developing entrepreneurial skills is essential in today's job market. We provide access to practical skill-building resources and workshops on topics such as:

- CRAFTING AN EXCELLENT RÉSUMÉ OR CV
- HONING INTERVIEW SKILLS
- WRITING GRANT PROPOSALS
- DEVELOPING A PORTFOLIO
- APPLYING TO GRADUATE SCHOOL
- BUILDING YOUR OWN NETWORK OF WORKING PROFESSIONALS AND PEERS

BRIDGELAB OFFERS RESOURCES AND WORKSHOPS ON TOPICS INCLUDING:

- TAXES FOR ARTISTS
- COPYRIGHTS
- CONTRACTS
- NEGOTIATIONS
- LEVERAGING SOCIAL MEDIA FOR SELF-PROMOTION
- RUNNING A SOLO CREATIVE BUSINESS
- AND MUCH MORE!

The BridgeLab Career Center will connect you with internship opportunities and give you access to our exclusive online employment job-board, PNCA | JOBWOKRS (visit <http://pnca.edu/jobworks> to register). Here you'll find continually updated postings for full and part-time work, contract gigs, collaborations, internships, and Work Study jobs all around the PNCA campus. Stop by the BridgeLab Career Center in room 502 to schedule a one-on-one advising appointment with the BridgeLab Career Center Director or a peer advisor (or email bridgelab@pnca.edu for an appointment) and access resources by visiting our Homeroom site online. Check the 'Find additional internship information by searching for the Traditional Internship site and Communication Design Internships site on Homeroom.

STUDENT LIFE

ADVANCEMENT OFFICE

The Advancement Office is dedicated to building connections on campus and in the community, cultivating passionate advocates for PNCA, and securing financial and other resources that support and advance PNCA's mission.

We work closely with the Board, faculty, staff, students, alumni, parents, community members, corporate partners, and grant-making organizations to secure gifts and grants for general operations, student scholarships, faculty excellence, exhibitions, special projects, and the endowment.

We also stage numerous events including an annual fundraising Gala, exhibition receptions and openings, and we coordinate external events which heighten the visibility of the College, its programs, faculty, and students.

Contact Lauren Creany at lcreany@pnca.edu for more information.

ALUMNI RELATIONS

Alumni are essential members of the PNCA community. Over the years, PNCA has produced some of the region's most celebrated creative artists, makers, thinkers, and leaders. PNCA alumni have shaped the cultural fabric of Portland and the region, exhibited work in major institutions and exhibitions, founded and launched vibrant and successful organizations, and been outspoken advocates for the arts and for artists. Working with the Alumni Council, PNCA's Alumni Relations program is committed to engaging alumni through events--including an annual reunion--and exhibitions, and continuing to expand the artistic, educational, and career resources available to our alumni. Increasing the number of alumni who support the college by volunteering their time or by donating money or in-kind resources is also a high priority. PNCA defines an alumna/us as anyone who has completed two or more semesters at PNCA. PNCA defines a graduate as anyone who has completed a degree program and received a diploma from PNCA.

Think the PNCA's Alumni Relations program is just for, well, alumni? Think again. Alumni are a great resources for students. After all, who better to ask for advice about majors, careers, and life after PNCA? Ask staff in BridgeLab Career Center or in the Office of Alumni Relations for help connecting with alumni in your field.

After you graduate, we hope you will stay involved in programs and activities at PNCA. To see the full list of benefits that will be available to you as an alumna/us, visit: <https://pnca.edu/about/alumni/benefits>.

PNCA's Office of Alumni Relations is part of the Advancement Office. You can reach any of the Alumni Relations staff via email at alumni@pnca.edu.

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STUDENT LIFE

PARENT RELATIONS

Parents and families can play an important role in supporting your educational experience. That's why we welcome parents and families to learn more about your journey through PNCA at their own parent orientation in August and during our annual Parent and Family Weekend in February. Parents can also sign up to receive a quarterly newsletter with news from the College as well as information about upcoming events.

PNCA's Office of Parent Relations is part of the Advancement Office. Contact Lauren Creany at lcreany@pnca.edu for more information.

Campus Safety

| | |
|---|-----|
| Security On Campus | 90 |
| Crime Prevention On And Off The Pnca Campus | 91 |
| Crime Prevention Programs | 91 |
| Sex Offender Information | 91 |
| Emergency Procedures | 92 |
| Fire Alarm Evacuation Procedures | 93 |
| Earthquake Safety | 95 |
| Active Shooter-Campus Emergency Procedures | 96 |
| Safety Committee | 97 |
| Personal Safety | 97 |
| Reporting Crime On Campus | 98 |
| When Reporting A Crime Or Emergency: | 99 |
| Security Statistics | 100 |
| Immigration And Customs Enforcement And Other Police Presence On Pnca Properties | 101 |

CAMPUS SAFETY

SECURITY ON CAMPUS

PNCA's Campus Safety Department ensures the safety and security of the College and of all PNCAs' community members. The Campus Safety Department employs 8 FTE officers that cover multiple shifts. Campus Safety conducts investigations, safety workshops, escorts, community outreach, and other daily functions in support of the College.

The goal of PNCA Security is to provide a safe environment for students, faculty, staff, and visitors. Security personnel are not licensed law enforcement, and their 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. While the security staff's main purpose is to deter crime on campus, there is also an ongoing effort on the part of the Director of Campus Safety to reduce the risk of crime on campus and in the surrounding area by being involved with various community programs. For security purposes, our 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:

ARLENE AND HAROLD SCHNITZER CENTER FOR ART AND DESIGN, THE "511 BUILDING", 511 NW BROADWAY.

GLASS BUILDING, 2139 N. KERBY AVENUE.

ARTHOUSE RESIDENCE HALL, 33 NW PARK AVENUE.

PNCA CAMPUS SAFETY SERVICES INCLUDE THE FOLLOWING:

ENFORCE PNCA'S SAFETY AND SECURITY RULES AND REGULATIONS

PROVIDE ACCESS CONTROL ON CAMPUS

RESPOND TO FIRE AND MEDICAL AND OTHER EMERGENCIES

INVESTIGATE SUSPICIOUS ACTIVITY AND REPORT CRIMES COMMITTED ON CAMPUS

Post security alerts and warnings when necessary

CAMPUS SAFETY

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. Unless there is a need to protect someone's private information, students can view archived Incident Reports in the Security office.

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, PNCA Safety and Security sponsors crime prevention and personal safety presentations by the Portland Police Bureau.

The first floor of the 511 building are open to the public. 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 pm 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

CAMPUS SAFETY

EMERGENCY PROCEDURES

First Aid

First aid supplies for treating minor injuries are available in the first aid boxes on each floor of the building. First aid kits are also located in the Security office, the Facilities office, at the Reception Desk, and in every 3D lab. Reception, Facilities and Security staff are first aid and CPR certified. 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 NITRILE GLOVES, WHICH ARE AVAILABLE IN ALL FIRST AID KITS. 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 ANY FACILITIES STAFF MEMBER, SECURITY GUARD, OR THE RECEPTIONIST .

6. FILL OUT AN INCIDENT REPORT FORM.

CAMPUS SAFETY

FIRE ALARM EVACUATION PROCEDURES

Evacuation of this building is required whenever the fire alarm sounds.

PRIOR TO A FIRE ALARM OR FIRE DRILL:

- LEARN THE LOCATION OF YOUR TWO NEAREST EMERGENCY EXITS AND THE FIRE ALARM PULL STATIONS
- MEMORIZE THE COLLEGE'S EMERGENCY NUMBER (503) 621-2061 OR PROGRAM IT INTO YOUR CELL PHONE

If your at the 511 building, assemble near the basketball courts at the corner of NW Glisan and Park, if at Arthouse, assemble at the elephant statue in the North Park Block off of Park and Couch.

IF THE FIRE ALARM SOUNDS

- GO TO THE DOOR OF YOUR ROOM AND CHECK IT FOR HEAT WITH THE BACK OF YOUR HAND
- IF IT IS COOL, OPEN THE DOOR SLOWLY AND CHECK FOR SMOKE IN THE HALL. IF THERE IS NO SMOKE, STAY LOW, GO TO THE NEAREST EXIT AND EVACUATE THE BUILDING.
- IF IT HOT OR IF THERE IS SMOKE IN THE HALLWAY, DO NOT OPEN THE DOOR.
- STAY IN YOUR ROOM
- PACK TOWELS, RAGS OR BLANKETS UNDER THE DOOR
- TELEPHONE CAMPUS SAFETY AT (503) 621-2061 AND GIVE THEM YOUR LOCATION
- WAVE A BRIGHTLY COLORED ITEM OUT THE WINDOW TO ATTRACT ATTENTION
- IF YOU CAN EVACUATE YOUR CLASSROOM, OFFICE, ROOM SAFELY
- CLOSE THE DOOR AS YOU LEAVE (DO NOT LOCK THE DOOR BEHIND YOU). IF THE DOOR LOCKS AUTOMATICALLY, TAKE YOUR KEYS.
- PROCEED TO THE EXIT AND EVACUATE THE BUILDING
- MEET AT YOUR DESIGNATED AREA OUTSIDE OF AND AWAY FROM THE BUILDING FOR ACCOUNTABILITY.
- VERIFY THAT EVERYONE IN YOUR GROUP HAS MADE IT TO SAFETY.
- IF NOT AND THERE IS A FIRE, CONTACT THE UNIVERSITY POLICE
- MOVE AT LEAST 100 FEET AWAY FROM THE BUILDING.
- STAY AWAY FROM THE BUILDING FOR YOUR PERSONAL SAFETY AND FIREFIGHTER ACCESSIBILITY.
- DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE ALARM HAS BEEN SILENCED AND THE FIRE DEPARTMENT OR THE UNIVERSITY POLICE HAS GRANTED PERMISSION.

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CAMPUS SAFETY

FIRE ALARM EVACUATION PROCEDURES

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Be Prepared for a Fire

Fire drills are held at least once per semester at the 511 building and Arthouse. Fire drills are mandatory. Students failing to vacate are subject to disciplinary action. Participate in all fire drills as if they were the real thing. False alarms are no joke, report them.

- IF YOU HAVE A DISABILITY, MAKE SURE YOU ARE INCLUDED IN THE ESCAPE PLANNING.
- LEARN THE LOCATION OF ALL BUILDING EXITS. YOU MAY HAVE TO FIND YOUR WAY OUT IN THE DARK.
- IF A FIRE OCCURS, SMOKE DETECTORS CUT YOUR CHANCE OF DYING IN HALF. DON'T DISABLE THEM.
- FIRE SPRINKLER SYSTEMS CAN SAVE LIVES AND PROPERTY. DON'T HANG ANYTHING ON THE SPRINKLER HEADS AND PIPES.
- PORTABLE FIRE EXTINGUISHERS CAN PUT OUT SMALL, CONTAINED FIRES. DON'T PLAY WITH THEM.
- SMOKING IS PROHIBITED IN THE BUILDING.
- CANDLES, HALOGEN OR "TORCHIERE" LAMPS, INCENSE BURNERS AND POTPOURRI POTS ARE FORBIDDEN IN THE ARTHOUSE.
- IF YOU HAVE TO ESCAPE THROUGH SMOKE, GET LOW AND GO UNDER THE SMOKE TO YOUR EXIT.
- USE THE STAIRS, NEVER ELEVATORS, DURING A FIRE.
- IF A FIRE STARTS IN A MICROWAVE OVEN, KEEP THE DOOR CLOSED AND UNPLUG THE UNIT. DON'T TRY TO REMOVE THE BURNING CONTAINER FROM THE MICROWAVE. USE MICROWAVE-SAFE COOKWARE.. DO NOT TRY TO REHEAT PIZZA INSIDE THE BOX.
- TAMPERING WITH, VANDALIZING OR MISUSING FIRE SAFETY EQUIPMENT IS PROHIBITED AND CONSTITUTES REASONS FOR EVICTION FROM THE RESIDENCE HALL AND POSSIBLE SUSPENSION OR EXPULSION FROM THE UNIVERSITY. FIRE SAFETY EQUIPMENT INCLUDES, BUT IS NOT LIMITED TO, ALARMS, EXTINGUISHERS, SMOKE DETECTORS, DOOR CLOSERS, ALARMED DOORS, AND SPRINKLERS.

Failure to evacuate during a safety drill will result in disciplinary action. Items that are flammable such as fuel, etc. may not be stored in a resident's room or apartment. Items that require an open flame to operate or which produce heat (i.e., Bunsen burners, lit candles, alcohol burners, grills) are not allowed in resident's rooms. Residents must further agree to abide by the safety regulations as stipulated in the Housing contract.

Earthquake Safety

IF YOU ARE INDOORS:

- STAY INDOORS!
- DROP, COVER AND HOLD ON! DROP TO THE GROUND; TAKE COVER BY GETTING UNDER A STURDY TABLE, BENCH, OR DESK AND HOLD ON. IF THERE ISN'T A TABLE OR DESK NEAR YOU, COVER YOUR FACE AND HEAD WITH YOUR ARMS AND CROUCH DOWN INTO A BALL NEXT TO AN INTERIOR WALL. MOVE AWAY FROM WINDOWS THAT MAY BREAK AND FURNITURE OR LARGE OBJECTS THAT COULD FALL OVER.
- BE AWARE THAT THE ELECTRICITY MAY GO OUT AND FIRE ALARMS AND SPRINKLER SYSTEMS MAY ACTIVATE.
- IF YOU ARE IN BED STAY THERE! HOLD ON AND PUT A PILLOW OVER YOUR HEAD FOR PROTECTION.
- IF YOU ARE IN A THEATER OR STADIUM, STAY IN YOUR SEAT OR GET UNDER IT IF POSSIBLE, AND PROTECT YOUR HEAD WITH YOUR ARMS. DO NOT LEAVE UNTIL THE SHAKING IS OVER.
- IF YOU ARE IN A CROWDED ROOM OR PUBLIC PLACE, DO NOT RUSH FOR EXITS. MOVE AWAY FROM DISPLAY SHELVES HOLDING OBJECTS THAT COULD FALL ON YOU AND "DROP, COVER, AND HOLD."
- DO NOT USE ELEVATORS

IF YOU ARE OUTDOORS:

- STAY OUTDOORS!
- MOVE TO AN OPEN AREA AWAY FROM TREES, BUILDINGS, UTILITY POLES AND LINES, OR SIGNS.
- IF YOU ARE IN A DOWNTOWN AREA, ON A SIDEWALK NEAR A TALL BUILDING, GET INSIDE THE BUILDING'S LOBBY TO PROTECT YOURSELF FROM FALLING BRICKS, GLASS, OR OTHER DEBRIS.
- GREATEST DANGER EXISTS DIRECTLY OUTSIDE BUILDINGS AT EXITS AND ALONGSIDE EXTERIOR WALLS.

After An Earthquake

- CHECK YOURSELF AND THOSE AROUND YOU FOR INJURIES.
- EVALUATE FOR YOURSELF, OR WAIT FOR INSTRUCTIONS FROM A PNCA OFFICER OF THE COLLEGE, TO DETERMINE IF EVACUATION IS NECESSARY.
- IF THE BUILDING SEEMS LARGELY UNSCATHED, STAY WHERE YOU ARE.
- IF THERE ARE NOTICEABLE CRACKS IN THE WALL, WINDOWS ARE BROKEN, OR YOU CAN SMELL NATURAL GAS (ROTTEN EGGS), THEN PROCEED WITH EVACUATION PROTOCOLS.
- IF YOU NEED TO EVACUATE, COLLECT ALL PERSONAL BELONGINGS TO TAKE WITH YOU. LOOK FOR SIGNS OF BUILDING DAMAGE OR FOR PERSONS WHO ARE INJURED OR TRAPPED, ON YOU WAY OUT. WATCH FOR FALLING OBJECTS AS YOU LEAVE THE BUILDING.
- BE PREPARED FOR AFTERSHOCKS.
- GO TO THE COLLEGE'S EVACUATION ASSEMBLY POINT (BASKETBALL COURTS ACROSS FROM PNCA), TELL YOUR SUPERVISOR OR PNCA REPRESENTATIVE THAT YOU ARE OUT OF THE BUILDING AND REPORT INJURED OR TRAPPED PERSONS AND ANY SIGNS OF BUILDING DAMAGE YOU OBSERVED.
- IF POSSIBLE, DO NOT USE PHONES FOR LOCAL CALLS, EXCEPT EMERGENCIES, DURING THE FIRST 15-30 MINUTES AFTER THE EARTHQUAKE. OVERLOADING THE PHONE SYSTEM WITH CALLS MAY DELAY THE DELIVERY OF EMERGENCY ASSISTANCE.

CAMPUS SAFETY

Active Shooter-Campus Emergency Procedures

These safety tips and guidelines are not all inclusive, but if understood, reviewed periodically and training on when feasible, these tips can increase your chances of surviving an active shooter.

An active shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. These situations require law enforcement to take immediate action to stop the threat.

The information below outlines active shooter response strategies. Since every incident varies, you should be flexible in determining which strategy works best in that specific situation. These safety tips and guidelines are not all inclusive, but if understood, reviewed periodically, and trained when feasible, they can increase your chances of surviving an active shooter incident.

Response Strategies

RUN

- ASSESS THE SITUATION. CONSIDER YOUR OPTIONS
- MOVE QUICKLY
- LEAVE BELONGINGS BEHIND
- HELP AND WARN OTHERS AS YOU EXIT (IF SAFE TO DO SO)
- RUN TO A SAFE LOCATION-FIND COVER IF POSSIBLE
- CALL 911 TO ALERT THE POLICE WHEN SAFE TO DO SO

HIDE

- TRY TO FIND A SECURE PLACE
- LOCK DOORS AND WINDOWS. IF POSSIBLE, COVER WINDOWS
- BARRICADE THE DOOR(S) WITH FURNITURE, HEAVY ITEMS, ETC. DON'T LET ANYONE INTO THE SAFE SPACE
- TURN OFF LIGHTS AND SILENCE ALL ELECTRONIC DEVICES
- REMAIN CALM AND QUIET
- PREPARE TO DEFEND YOURSELF
- CALL 911 WHEN SAFE TO DO SO

DEFEND

- COMMIT TO BEING AGGRESSIVE
- IMPROVISE WEAPONS
- MAKE A PLAN. SPREAD OUT, ACT AS A TEAM
- IF ATTACKER IS DISARMED, DON'T PICK UP ATTACKER'S WEAPON
- CALL 911 WHEN SAFE TO DO SO

CAMPUS SAFETY

SAFETY COMMITTEE

The PNCA Safety Committee 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 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 the 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 safety:

- 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 SECURITY IMMEDIATELY. A GUARD CAN BE CONTACTED BY DIALING 8897 FROM ANY CAMPUS PHONE OR 503-621-2061 & 503-539-1192
- WHEN LEAVING THE SCHOOL AT NIGHT IT IS A GOOD IDEA TO ARRANGE TO WALK WITH ANOTHER STUDENT IF POSSIBLE. YOU MAY ALSO REQUEST A WALKING ESCORT FROM CAMPUS SAFETY BY SIMPLY CALLING 503-621-2061 OR 503-539-1192
- WHEN STUDYING OR WORKING IN THE BUILDING, REPORT ANY SUSPICIOUS PERSONS, ACTIVITIES, OR 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, NOTIFY SECURITY PERSONNEL IMMEDIATELY.

CAMPUS SAFETY

REPORTING CRIME ON CAMPUS

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

- CALL 9-1-1 FOR ANY EMERGENCY
- CALL 503.621.2061 OR 503.539.1192 (8897 FROM ON CAMPUS) TO REACH A CAMPUS SAFETY OFFICER.
- ACTIVATE A FIRE PULL STATION FOR DIRECT NOTIFICATION OF THE PORTLAND FIRE DEPARTMENT AND NOTIFICATION TO BUILDING OCCUPANTS. ALL PNCA ACADEMIC, RESIDENTIAL, AND OFFICE BUILDINGS ARE EQUIPPED WITH PULL STATIONS.
- APPEAR IN PERSON AT THE CAMPUS SAFETY OFFICE LOCATED AT MAIN CAMPUS, 511 NW BROADWAY, ROOM 166.
- SUBMIT AN INCIDENT REPORT. THIS SYSTEM IS NOT FOR REPORTING EMERGENCIES, CRIMES IN PROGRESS, OR FILING A CRIME REPORT AS IT IS NOT MONITORED 24 HOURS A DAY.
- YOU CAN ACCESS THE ONLINE INCIDENT REPORT THROUGH HOMEROOM, ON THE DEPARTMENT OF CAMPUS SAFETY PAGE. [HTTPS://HOMEROOM.PNCA.EDU/SITES/4509](https://homeroom.pnca.edu/sites/4509)
- THE VICTIM OF A CRIME COMMITTED ON CAMPUS IS URGED TO REPORT THE OCCURRENCE AS SOON AS POSSIBLE TO THE ON-DUTY CAMPUS SAFETY OFFICER.
- CAMPUS SAFETY 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 CAMPUS SAFETY MANAGER.
- 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.

CAMPUS SAFETY

When reporting a crime or emergency:

- REMAIN CALM.
- GIVE THE LOCATION OF THE INCIDENT TO INCLUDE THE BUILDING NAME, ROOM NUMBER, OR THE AREA NAME (E.G. ARTHOUSE, 511 NW BROADWAY, ETC.).
- IDENTIFY YOURSELF AND GIVE A CALLBACK TELEPHONE NUMBER. YOUR IDENTITY WILL REMAIN PRIVATE IF YOU WISH; HOWEVER, IT IS IMPORTANT WE ARE ABLE TO CONTACT YOU IF WE NEED ADDITIONAL INFORMATION.
- STATE THE INCIDENT YOU ARE REPORTING (E.G. THEFT, MEDICAL EMERGENCY, FIRE, ETC.).
- DESCRIBE THE SCENE SUCH AS WHOM, AND HOW MANY PEOPLE ARE THERE, IF MEDICAL TREATMENT IS BEING GIVEN, A DESCRIPTION OF ALL INVOLVED PARTIES, THE INVOLVED PARTY'S DIRECTION OF FLIGHT, AND OTHER RELEVANT INFORMATION.
- STAY ON THE PHONE UNTIL THE DISPATCHER HAS RECORDED ALL OF THE INFORMATION.

CAMPUS SAFETY

SECURITY STATISTICS

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act [20 U.S.C. §1092 (f), and HEA §485 (f)], the Clery Act, as it is commonly known, is a Federal law, enacted in 1990, requiring all post-secondary institutions participating in Title IV student financial assistance programs, to publish a statistical report of crimes on or near the institution's campus, as well as information about security policies and procedures.

The Violence Against Women Reauthorization Act of 2013 amends the Clery Act to require such institutions to disclose statistics, policies and procedures relating specifically to dating violence, domestic violence, stalking, sexual assault, and hate crimes.

The PNCA Annual Campus Security and Fire Report, available to all current and prospective students and employees, is distributed in accordance with the Clery Act, and includes data for the past three calendar years.

The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, student housing evacuation in the event of fire, electrical appliances, to whom fires should be reported, and other matters.

You can obtain a copy of this report by downloading it here: <https://pnca.edu/pdf/PNCA-2018-Clery-Report.pdf>

CAMPUS SAFETY

IMMIGRATION AND CUSTOMS ENFORCEMENT AND OTHER POLICE PRESENCE ON PNCA PROPERTIES

Under FERPA and other relevant laws, we are unable to provide ICE or any other enforcement presence or any other person with any information on our students unless they have a warrant.

- PLEASE NOTE THAT IT IS A VIOLATION OF FERPA FOR ANY EMPLOYEE OF PNCA TO PROVIDE ICE OR ANY OTHER BODY WITH STUDENT INFORMATION.
- LEGALLY, FEDERAL LAW PREVENTS SCHOOLS FROM SHARING STUDENT INFORMATION, INCLUDING THEIR CITIZENSHIP STATUS, AND ICE STATES THAT IT DOES NOT INTERFACE WITH SCHOOLS AT ALL. IN FACT, SEVERAL EXISTING LAWS MAKE IT EXTREMELY UNLIKELY THAT SCHOOLS ARE PURPOSEFULLY COLLABORATING WITH ICE IN ANY WAY. FERPA, THE MOST WIDELY-CITED STUDENT PRIVACY LAW, PROTECTS AGAINST THE SHARING OF STUDENT INFORMATION EXCEPT IN A FEW NARROW INSTANCES THAT LIKELY WOULD NOT APPLY TO UNDOCUMENTED STUDENTS WHO HAVE NOT COMMITTED A CRIME.

If Immigration enforcement officers or other agency employees enters the campus, they will be detained in the lobby or security office until a representative from the school verifies they have a warrant covering any and all information they seek.

Immigration and Customs Enforcement and Other Police presence in College Housing

As stated in the ArtHouse Policies, PNCA respects student's desire for privacy within the realm of the group living experience and protects this privacy. However, in the interest of maintaining an environment that provides for the health and safety of residents, it is occasionally necessary for authorized staff to exercise the right to enter a student's room or to allow authorized personnel to enter, and in certain circumstances search, the housing unit. Student's rooms may be entered by PNCA Staff if a Residence Life staff member believes that there may have been a breach of the policies contained in this document, the PNCA Conduct Code, or state/federal law.



Student Code of Conduct

| | |
|------------------------------------|----|
| I. Preamble | 46 |
| II. Definitions | 46 |
| III. Student Code Authority | 47 |
| IV. Conduct | 48 |
| V. Student Conduct Code Procedures | 50 |
| VI. Interpretation and Revision | 52 |

STUDENT CODE OF CONDUCT

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
- Remain respectful in interactions including communications with staff and faculty
- 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, MFA, and MA students are handled by the Associate Director of Student Life, except for matters of academic discipline, which are handled by the Dean in concert with the Chair of the Liberal Arts Department and/ or the Associate Director of Student Life. 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, volunteer, intern, alumna/ alumnus, or any other person employed by the College. A person's

STUDENT CODE OF CONDUCT

status in a particular situation shall be determined by the Associate 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 Associate 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 Associate 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 Associate 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 Associate 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 Associate 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 Associate 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

STUDENT CODE OF CONDUCT

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 Associate 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 Associate 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

STUDENT CODE OF CONDUCT

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, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Students are not allowed to inflict a wound upon themselves or others at PNCA. This includes, but is not limited to, tattooing, body piercing, branding, 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. Performance art involving the capture, confinement, physical harm, drugging or endangerment of living animals is 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 heroin, narcotics, or other controlled substances except as expressly permitted by both state and federal law.

(12) Use, possession, manufacturing, or distribution of alcoholic beverages or marijuana, except as expressly permitted by College regulations (see PNCA's Drug and Alcohol Policy). Public intoxication. Alcoholic beverages and/or Marijuana 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.

STUDENT CODE OF CONDUCT

(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 Associate 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

STUDENT CODE OF CONDUCT

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 Associate 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 will take precedence over Student Conduct Code procedures.

(2) A student conduct administrator selected and authorized by the Associate 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

STUDENT CODE OF CONDUCT

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, Skype, 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.

STUDENT CODE OF CONDUCT

- 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 PNCA sponsored 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 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. Deactivation 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 Associate Director of Student Life, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board hearing.

STUDENT CODE OF CONDUCT

- (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 Associate 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 Associate Director of Student Life or their designee for final determination.**
- B. The Associate Director of Student Life shall review the Student Conduct Code every three years.**

Administrative Withdrawal Policy

I. Introduction 53

II. Conditions for Involuntary Administrative Withdrawal 53

III. Referral for Evaluation 53

IV. Procedures 54

V. Immediate Interim Withdrawal 55

VI. Confidentiality 55

ADMINISTRATIVE WITHDRAWAL POLICY

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 Associate 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 Associate 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 Associate 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 Associate 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 Associate Director of Student Life.

ADMINISTRATIVE WITHDRAWAL POLICY

IV. Procedures

A. Meeting with the Associate 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 Associate 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 Associate 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 Associate 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 Associate Director of Student Life, the student agrees to withdraw voluntarily from the College, regular withdrawal procedures will be followed. The student may be permitted to withdraw voluntarily without grades if, in the judgment of the Associate 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 Associate 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 Associate 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 Associate 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 Associate 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.

ADMINISTRATIVE WITHDRAWAL POLICY

C. Appeal

(1) If the student fails to accept the involuntary administrative withdrawal, the student shall notify the Associate 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 for Advancement and External Relations, who will administer the appeals process. The Vice President for Advancement and External Relations will review the written decision of the Associate Director of Student Life and any additional materials that were considered in the decision to involuntarily withdraw the student. The Vice President for Advancement and External Relations will thereupon determine whether to hear the appeal personally or to appoint an Appeals Committee to hear the appeal. If the Vice President for Advancement and External Relations 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 Associate 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 Associate 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 Associate 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 Associate 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 Associate 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

ADMINISTRATIVE WITHDRAWAL POLICY

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 Associate 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. Confidentiality

All information received and/or reviewed during the Involuntary Administrative Withdrawal process will be held in the strictest confidence and shall constitute the working papers of the Associate 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 Associate 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.

Student Grievance Processes for Grievances with Faculty

Outside of Title IX processes and grade disputes

Guiding Principles

- The grievance process prioritizes addressing and resolving student grievances as quickly and simply as possible, at the lowest level of intervention.
- The goal of the grievance process is to build relationships and find healthy and equitable solutions, not to punish.
- The grievance process will endeavor to use evidence from as many relevant sources as is possible to establish the facts of the matter prior to rendering judgements or conclusions.
- The grievance process should acknowledge that both faculty and students are here to teach and learn, and that teaching and learning can be uncomfortable. Any student grievance should be assessed in light of this reality.
- If the Dean determines at any point in this process that the grievance is a Title IX grievance, the process immediately transitions to a Title IX process.

Note on Title IX and Grade Disputes

- The Dean or the Associate Director of Student Life (whoever the student initially approaches) must consult with the Title IX coordinator to determine whether the grievance is a Title IX grievance. If the grievance is determined to be a Title IX grievance, the Title IX policy immediately begins. None of the processes described here may be employed in lieu of the Title IX policy.
- The Dean or the Associate Director of Student Life (whoever the student initially approaches) must determine whether the grievance is a grade dispute grievance or not. If the grievance is determined to be a grade dispute grievance, the grade dispute policy immediately begins. None of the processes described here may be employed in lieu of the grade dispute policy.

Informal Resolution 1:

- If a student approaches either the Dean or the Associate Director of Student Life with a relatively simple complaint about a faculty member's behavior, they are encouraged to talk directly with the faculty member to try to reach a resolution.
- If the student refuses a direct interaction with the faculty member, the student is encouraged to speak with the Head, Director, or Chair who supervises the faculty member. (If the faculty member in question is a Head, the student is directed to speak with the faculty member's Chair. If the faculty member in question is a Chair or Director, the student is directed to speak with the Dean. If the faculty member in question is the President, the student is directed to speak with the Dean. If the faculty member in question is the Dean, the student is directed to speak with the President.
- After the aggrieved student and the faculty member (or their Program Director or Chair) have discussed the situation, the Dean follows up with all relevant parties to ensure that a resolution has been attained.
- No record of these exchanges is put in faculty member's HR file.

STUDENT GRIEVANCE PROCESSES FOR GRIEVANCES WITH FACULTY

Informal Resolution 2:

- If a student approaches either the Dean or the Associate Director of Student Life with a complaint about a faculty member's behavior that is causing them to be uncomfortable, either the Dean or the Associate Director of Student Life may suggest a mediated conversation with either the Dean or the Associate Director of Student Life acting as a mediator between the student the faculty member.
- If the student refuses a mediated conversation with the faculty member, the student is encouraged to speak with the Head, Director, or Chair who supervises the faculty member. (If the faculty member in question is a Department Head, the student is directed to speak with the faculty member's Chair. If if the faculty member in question is a Chair or Director, the student is directed to speak with Dean; in this circumstance, the Faculty Senate President or Chair of P+T serve as the mediator in lieu of the Dean. If the faculty member in question is the President, the student is directed to speak with the Dean. If the faculty member in question is the Dean, the student is directed to speak with the President. In either of these latter two circumstances, the Faculty Senate President or the Chair of P+T serve as the mediator in lieu of the Dean.)
- In an instance in which a student is unwilling to speak to the faculty member in a mediated conversation (or their Program Director or Chair), either the Dean or the Associate Director of Student Life contacts the faculty member and has an in-person conversation with the faculty member, alerting them to the issue and discussing options for resolution and future prevention. The goal is pedagogical support of the faculty member while acknowledging the aggrieved student's concerns. Either the Dean or the Associate Director of Student Life reports back to the student about the conversation, as appropriate.
- No record of these exchanges is put in faculty member's HR file.

Formal Resolution:

If the informal resolutions are not successful, or in a situation involving truly dire student allegations with potential ethical and/or legal consequences, the Dean initiates a formal investigation.

A FORMAL INVESTIGATION FOLLOWS THESE STEPS:

1. The Dean makes clear to both the aggrieved student and the relevant faculty member that any communication regarding the grievance, whether written or spoken, is on the record and will be used to inform the Student Statement or the Faculty Statement.
2. The Dean makes clear to both the aggrieved student and the relevant faculty member that they are entitled to a representative to act as a support person during any in-person exchanges if they so desire. For the student, an appropriate representative might be, for example, a fellow student, a member of Student Services, or the Inclusions Specialist. For the faculty member, an appropriate representative might be, for example, a member of the Personnel and Tenure Committee or the Faculty Senate President. The chosen representatives of the student and the faculty member must be willing and able to respect confidentiality and must not be engaged in any sort of conflict of interest.
3. The aggrieved student may choose to remain anonymous in this process, but they are not encouraged to do so unless it is clear to the Dean that the student's security and safety is truly at risk.
4. The Dean collects student grievances and documents them in writing. The Dean requests written documentation from students or other evidence such as emails, Homeroom posts, etc. to support the grievance. As much specificity as possible is sought to substantiate the grievance. As appropriate,

STUDENT GRIEVANCE PROCESSES FOR GRIEVANCES WITH FACULTY

the Dean also speaks with other relevant students who might be able to substantiate or repudiate the grievance. This compiled information constitutes the Student Statement.

5. The Dean meets with the faculty member and shares the Student Statement. The faculty member is made aware via email prior to the meeting about the purpose and intentions of the meeting. The Student Statement is shared with the faculty member via email prior to the meeting.
6. The faculty member is allowed to respond in the meeting, via email, and/or through any future meetings they desire. They are asked to provide written documentation or evidence supporting their point of view, including any relevant emails, class records, etc. Based on these exchanges, a Faculty Statement is written by the Dean.
7. Based on the Faculty Statement, the Student Statement, course evaluations, a review of relevant Homeroom sites, and any other applicable fact-checking methods, the Dean writes a Draft Investigative Report. This report should specifically address whether or not there is sufficient cause for formal action, and why, and should be specific to the instance at hand. It should also specifically include any good-faith measures the faculty member has made to address the situation constructively and in the spirit of academic best practices, and what other measures ought to be considered if these have been deemed insufficient.
8. The Dean presents the Draft Investigative Report to both the aggrieved student and the faculty member for input.
9. The Dean writes a Final Investigative Report based on feedback from both the student and the faculty member. (See 6 above).
10. The Dean makes a decision about the correct course of action based on the Final Investigative Report, based upon and linked to the outcomes in part 6, above. If the Final Investigative Report is either inconclusive or fails to find cause for the grievance, no further action is taken. Regardless of the findings of the Investigative Report, it is placed in the faculty member's H.R. file. The faculty member has the right to submit his or her understanding of the grievance in a written report that will also be placed in the H. R. file.
11. The Dean informs the student of the outcome of the grievance process, as appropriate.
12. If appropriate, the Dean drafts a Performance Improvement Plan for the faculty member outlining desired improvements, giving a copy to the faculty member and placing a copy in the faculty member's HR file along with the Final Investigative Report.
13. If either the student or the faculty member wishes to appeal the Final Investigative Report, the process is as follows:
 - a. The grounds for appealing the Final Investigative Report are as follows:
 - i. A procedural error occurred, which may change the outcome of the decision; or
 - ii. Either the student or the faculty member has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.
 - b. Disagreement with the Final Investigative Report is not, by itself, grounds for appeal.

STUDENT GRIEVANCE PROCESSES FOR GRIEVANCES WITH FACULTY

- c. Appeals must contain a clear statement of the grounds for the appeal, including: a) the specific procedural error that occurred and how it potentially impacted the outcome of the decision; or b) the substantive and relevant new information, details as to why the information was not available at the time of the investigation, and how the new evidence might impact the outcome of the decision.
- d. Appeals of the Final Investigative Report must be received in writing by the Dean within one week of the date of the Final Investigative Report.
- e. Based on the reason for the appeal, the Dean, in consultation with the Faculty Senate President and/or the P+T Chair will determine the procedural response.
- f. Ordinarily, appeals will be decided within two weeks and the parties will be informed of the outcome in writing.

Note: In both of the Informal Resolutions described above, either the Dean or the Associate Director of Student Life has the sole responsibility to lead and mediate the resolution process. In the Formal Resolution, the Dean has the sole responsibility to lead and mediate the resolution process. The President and the Inclusions Specialist should enter this process only at the request of the Dean or the Associate Director of Student Life. If approached by students on issues involving faculty members, the President and the Inclusions Specialist should immediately report the contact directly to the Dean.

Sexual Harassment & Misconduct Policy

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 Harassment, 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 Harassment is occurring or may reasonably be expected to occur on campus property, by calling the Security phone at 503.621.2061 or by calling the Campus Safety Manager, Manny Guerra at 503.821.8897.

You are also strongly urged to contact the Title IX Coordinator as soon as reasonably possible to report any Sexual Harassment you believe may have occurred. PNCA's Title IX Coordinator is Cordelia Daniels, the Director of Legal Service, and can be contacted directly to report any misconduct at 503.821.8881 and cdaniels@pnca.edu. You may also email information or reports to the Title IX team at TitleIX@pnca.edu

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202-1100 (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

IF THIS IS AN EMERGENCY, CALL 911

Overview and Purpose of Policies

PNCA is governed by two laws in cases of Sexual Harassment or Misconduct, Title IX, the Federal Rule, and [ORS 350.255](#), the state rule. These rules are not identical so community members are encouraged to report any alleged or possible sexual harassment or misconduct to the Title IX Coordinator *even if* it does not appear to satisfy the requirements of one or the other rule.

If the alleged action or behavior satisfies the requirements of Title IX, the case will be pursued in accordance with the process set out under the Title IX section of these policies. If the action or behavior does not meet the requirements of Title IX, but satisfies the requirements of [ORS 350.255](#), the case will be pursued in accordance with the process set out under the [ORS 350.255](#) section of these policies. If the behavior does not meet the requirements of either Title IX or [ORS 350.255](#) it may still be a violation of the Student Code of Conduct and will be pursued in accordance with that policy.

Victim's Rights

SEXUAL HARASSMENT & MISCONDUCT POLICY

A report of sexual assault to most college employees will trigger a mandatory report to the PNCA Title IX Coordinator, and may require an investigation. The college is responsible for responding to not only sexual assault but to domestic violence, dating violence, and other forms of gendered harassment. Confidentiality cannot be guaranteed, but will be respected if possible. Disclosure of sexual harassment/assault (not involving minors) to a licensed medical professional/social worker, clergy, lawyer, or confidential advocate (see Confidential Resources below) will not trigger a mandatory report to law enforcement or university administration.

College investigation must be prompt, thorough, and neutral (Typically within 60 days). If there is a law enforcement investigation, the University may wait approximately two weeks to start an investigation, but best practice is not to do so and to take interim measures as soon as possible. The University must consider the safety of the victim and campus community.

Intermediary Measures:

- Housing transfers
- No Contact Orders
- Academic and on campus employment accommodations
- Financial aid accommodations

Prompt and Equitable:

- Treatment of both complainant and accused must be equitable.
- Both have same opportunity to an advisor during a conduct hearing.
- Both informed of outcome of conduct hearing.
- Both have the right to appeal

Possible Sanctions for Finding Accused:

- Expulsion from the university
- Suspension
- Exclusion from portions of the university campus, such as student housing
- Trainings and/or educational papers

Student's Rights Under State Law

Crime victims' legal rights are guaranteed by the Oregon Constitution and Oregon Revised Statutes. Victims' right to justice includes the right to:

- play a meaningful role in the criminal or juvenile justice process.
- be treated with dignity and respect.
- receive fair and impartial treatment.
- receive reasonable protection from the offender.

Sexual assault and sexual abuse take many different forms. By definition, sexual assault is any type of sexual encounter without a person's consent, including: rape, attempted rape, child molestation, inappropriate touching, incest (sexual contact between family members), voyeurism (when someone watches private sexual acts), indecent exposure, and sexual harassment. <https://www.doj.state.or.us/crime-victims/victims-rights/victims-rights-guides/>

SEXUAL HARASSMENT & MISCONDUCT POLICY

Students' Rights Under Title IX, the Clery Act, and the Clery Act VAWA Amendments:

You are legally entitled to expect the following from Pacific Northwest College of Art:

- PNCA will help to ensure that the person who experience sexual violence is safe, even while the investigation is ongoing. The University will take interim measures as needed.
- PNCA will respond promptly and effectively to reports of sexual violence.
- If PNCA knows (or should reasonably know) about possible sexual violence, it will promptly conduct a neutral investigation to determine what occurred and then take appropriate steps to resolve the situation.
- The person who experienced sexual violence will be informed of their options to notify law enforcement. Even if there is a criminal investigation, PNCA will continue its efforts to resolve reports promptly and effectively.
- Complainant and Respondent will have timely access to information that will be used in a student conduct hearing.
- Complainant and Respondent will both have equal opportunity to have others present (an advocate, advisor, or attorney), present evidence, and have witnesses speak during university disciplinary proceedings.
- Both parties will be informed in writing of the outcome of any university disciplinary proceeding.
- Both parties have equal rights to appeal the decision.
- The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. PNCA will report domestic violence, dating violence, in addition to the other crime categories the Clery Act already mandates.

Legal Options

Civil Legal Options

Victims may be able to pursue these options generally without involvement in the criminal process.

Restraining Order:

- Petition court for protective/restraining order (FAPA, SAPO, Stalking, EPPDAPA).
- An attorney or advocacy service can help you retain an attorney. Civil Lawsuits:
- Sue perpetrator or other responsible parties, including companies, landlords, institutions, etc., for personal injury or other civil claims.
- Contact the Oregon State Bar Associate for a referral to an attorney. <https://www.osbar.org/public/ris/>

File a complaint with the Department of Education, Office of Civil Rights:

- The Department of Education, Office of Civil Rights (OCR) enforces Title IX of the Education Act of 1972.
- Anyone who believes that an educational institution has discriminated against them on the basis of their sex, gender, color, race, national origin, disability, or age may file a complaint with the OCR.
- Complaints must be filed 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.
- See: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

File a complaint with the Federal Department of Justice:

- The Department of Justice enforces federal laws that protect students and employees from harassment and discrimination.

SEXUAL HARASSMENT & MISCONDUCT POLICY

- To file a complaint see: <https://www.justice.gov/crt/how-file-complaint#three>

Employment:

- Can receive unemployment insurance, if you quit for domestic violence, stalking, or sexual assault and safety reasons.
- Employer cannot refuse to make a reasonable safety accommodation
- Employer cannot discriminate or retaliate against victims of domestic violence, stalking, or sexual assault.
- File a complaint with the federal Equal Employment Opportunity Commission (EEOC) or the state Bureau of Labor and Industries (BOLI). A complaint must be filed within 180 days of the alleged discrimination or discriminatory harassment. To file a complaint with the EEOC view: <https://www.eeoc.gov/employees/charge.cfm> or a complaint with BOLI: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx

Housing:

- Domestic violence, stalking, and sexual assault victims can break a lease and request to have locks changed by the landlord.
- Landlords cannot discriminate or retaliate against domestic violence, stalking, or sexual assault victims.

Immigration:

- Immigration relief available to crime victims in the U.S.

Criminal Legal Options

The Criminal Process starts with a police report following an arrest:

- Judge will consider your safety at a pre-release trial release trial hearing.
- You can refuse to speak to an attorney for the defendant.

If Case Goes to Trial & Sentencing:

- You have the right to express your views at sentencing, in person or in writing.
- Rape shield laws may apply in your case.
- If a pre-sentence investigation report is ordered, you can include a statement in it.

Generally:

- You have constitutional & statutory rights that can be asserted by you, your own attorney, or the prosecution, upon request.

Campus-based disciplinary processes the victim may pursue

Sexual Harassment and Misconduct Policies and Procedures

I) POLICY STATEMENTS AND LEGAL REQUIREMENTS

A) TITLE IX OVERVIEW

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 states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.”

Title IX requires that the College have a statement of policy and procedure for handling complaints of Sexual Harassment. This policy constitutes to satisfy that requirement. PNCA is committed to providing programs, activities, and an educational environment free from sex discrimination. PNCA is obligated to respond when: (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school’s own education program or activity; (3) against a person in the United States.

The College is also required to provide due process to students accused of Sexual Harassment. 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) ORS 350.255 OVERVIEW

Oregon law requires that all colleges and universities adopt a written protocol to ensure that victims of sexual assault receive necessary services and assistance in situations where: (a) The alleged victim of the sexual assault is a student at the university or college and the alleged sexual assault occurred on the grounds or at the facilities of the university or college; or (b) The alleged perpetrator of the sexual assault is a student at the university or college, or a member of the faculty or staff of the university or college, regardless of where the alleged sexual assault occurred. (ORS 350.255). All colleges must adopt a written policy concerning sexual harassment, sexual assault, domestic violence, dating violence, and stalking that occur both on and off

SEXUAL HARASSMENT & MISCONDUCT POLICY

campus.

II) DEFINITIONS

“Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the College’s Title IX Coordinator or any official of the College who has the authority to institute corrective measures on behalf of the recipient. Knowledge based only on constructive notices is insufficient to constitute actual knowledge. The mere ability or obligation to report sexual harassment does not qualify an employee, even if that employee is an official, as one who has authority to institute corrective measures on behalf of the College.

“Decision-makers” and or “Adjudicators” means the faculty and/or staff members, appointed by the President of PNCA or their designee, to oversee complaints of Sexual Harassment and make the Final Determination Report in a Formal Complaint. Adjudicators are also the Hearing Officers and sit on the Hearings Panel.

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

“College” means Pacific Northwest College of Art.

“Complainant” means an individual who has reported being the victim of conduct that could constitute sexual harassment, or on whose behalf the Title IX Coordinator has filed a formal complaint. The person to whom the individual has reported must be the Title IX Coordinator or another person to whom notice of sexual harassment result in the College’s “Actual Knowledge” as defined in this section.

“Educator” means Title IX Educator, a member of the Title IX Team who serves to educate the community on the role and function of Title IX.

“Education Program or Activity” requires a fact specific assessment that looks at factors such as: whether the harassment occurred at a location or under circumstances where the College owned the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted, or endorsed the event or circumstance where the harassment occurred.

“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. In addition, certain states have designated a minimum age under which a person cannot give “Effective Consent,” which is 18 under Oregon State law.

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

“Fondling” means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary permanent mental incapacity.

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

“Formal Complaint” means a document signed by a Complaint or by the Title IX Coordinator alleging sexual harassment against a Respondent about conduct within the Colleges education program or acting, and

SEXUAL HARASSMENT & MISCONDUCT POLICY

requesting the initiation of the Colleges' grievance procedure.

"Hearings Panel" means the group of three Adjudicators assigned to oversee the Hearing and make the final determination in a formal procedure.

"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 Harassment under this policy.

"Incest" means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

"Investigators" means the individuals designated by the Title IX Coordinator to conduct investigations into alleged Sexual Harassment.

"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.

"Party" means either one of the Complainant(s) or Respondent(s). Parties (plural) means both/all of the Complainant(s) and Respondent(s)

"President" means the President of Pacific Northwest College of Art and their designee.

"Preponderance of the evidence" means the standard the College uses to determine whether the Respondent violated College policy. The Preponderance of evidence standard requires that the information shows that it is "more likely than not" that the Respondent violated College policy. This is sometimes referred to as the 51% standard or the 51% more likely standard.

"Rape" means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual Assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape, as used in the FBI's UCR program and defined in this section.

"Sexual Harassment" has two definitions, one that applies in Title IX cases, and one that applies in ORS 350.255 cases. If an allegation fails to meet the definition of "Sexual Harassment" as defined in Title IX, but meets the definition as defined in Oregon State Rule Cases, the case can be pursued under Oregon State Rules. If the allegations, if true, meet the definition of "Sexual Harassment" as defined in Title IX, the Title IX Policy and Process must be used.

SEXUAL HARASSMENT & MISCONDUCT POLICY

For cases adjudicated through the Title IX process, "Sexual Harassment" means either:

- 1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct; or
- 2) Unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- 3) Sexual assault as defined above.

For cases adjudicated through the ORS 350.255 Process, "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person.

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

"Statutory Rape" means sexual intercourse with a person who is under the statutory age of consent.

"Supportive Measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve access to the College's education program or activity without unreasonably burdening the other party, protect the safety of all parties and the recipient's education environment; and deter sexual harassment. Supportive Measures may include counseling, extension of deadlines, modification of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College will maintain as confidential any supportive measures provided to the complainant or responded to the extent that maintain such confidentiality does not impair the ability of the institution to provide the supportive measures. The title IX Coordinator will work with the parties to coordinate the effective implementation of supportive measures.

"Title IX Coordinator" means party designated by the College to oversee the Title IX process.

"Title IX Team" means the committee charged with overseeing the Title IX process, which includes; the Title IX Coordinator, Deputies, Adjudicators, Educators, and others parties as assigned by the Title IX Coordinator.

"Witness" means a person, other than the parties themselves, with information that would likely help the Adjudicators in reaching their decision.

III) JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS; INTERIM MEASURES

A) JURISDICTION

- 1) Personal Jurisdiction.

SEXUAL HARASSMENT & MISCONDUCT POLICY

(a) Any person may file a complaint of Sexual Harassment against a “College student” under this policy. A “College student” means any student who is registered or enrolled at PNCA

1) at the time of the alleged Sexual Harassment (including Sexual Harassment 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

2) at the time that the Title IX Coordinator prepares and delivers to the Investigators a formal complaint against such student pursuant to the process set forth below.

(b) Any person may file a complaint of Sexual Harassment against a “College Employee” under this policy. A “College Employee” means a person, whether faculty or staff, who is employed by the College

1) At the time of the alleged Sexual Harassment (including Sexual Harassment that is alleged to have occurred during an academic recess, provided that there is an expectation of the employees continue employment at the College), and

2) At the time that the Title IX Coordinator prepares and delivers to the Investigators a formal complaint against such employee pursuant to the process set forth below.

2) Geographic Jurisdiction. This policy applies to Sexual Harassment that has been perpetrated against a person in the United States and at location owned by the College or over which the college exercised oversight, supervision or discipline or funded, sponsored, promoted or endorsed an event at such location. This policy does not apply to students studying abroad in countries other than the United States, even if they are students of the College. All other policies of the college continue to apply to those students.

3) Even in cases where a Complaint does not satisfy Jurisdictional requirements and therefore is not a violation of the Title IX requirements, the College may determine that the action violates a separate student code of conduct requirement and may initiate an investigation under that process and/or may determine that it should provide supportive measures to the Complainant.

B) TIMING OF COMPLAINTS AND AVAILABILITY OF PROCEDURES

1) Informal Resolution Procedure AND ORS 350.255 PROCEDURE. So long as there is personal jurisdiction over the Respondent pursuant to this policy, there is no time limit to invoking an Informal Resolution Procedure OR ORS 350.255 PROCEDURE in response to complaints of alleged Sexual Harassment. Nevertheless, students are encouraged to report alleged Sexual Harassment 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 Harassment may result in the loss of relevant evidence and witness testimony, and may impair the College’s ability to enforce this policy. If the Complainant is not sure whether there is personal jurisdiction over the Respondent, they should consult with the Title IX Coordinator.

2) Formal Resolution Procedure

In order to utilize the Formal Resolution Procedure, Complainants must file a written complaint with the Title IX Coordinator within one (1) calendar year of the alleged discriminatory act, or the date on which the complainant first knew or reasonably should have known of such act, and there must be personal jurisdiction over the Respondent. Complaints of sex discrimination brought forth beyond the period will be tracked and investigated to the extent possible, consistent with the campus Title IX obligations, including the Title IX Coordinator’s duties to spot patterns and address systemic issues.

SEXUAL HARASSMENT & MISCONDUCT POLICY

C) RETALIATION

It is a violation of College policy to retaliate against any person making a complaint of Sexual Harassment or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Harassment. 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 Title IX Coordinator and may result in disciplinary action independent of the sanction(s) or interim measure(s) imposed in response to the original allegations of Sexual Harassment. 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.

D) OTHER RELATED MISCONDUCT

In accordance with this policy, the Title IX Team is empowered to hear allegations of, and to impose sanctions for, Sexual Harassment and any violations of the Student Conduct Code directly related to the alleged Sexual Harassment, 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 Title IX Coordinator's directive(s) discussed in Section II.F. below, and/ or other Conduct Code violations that occurred in the course of the alleged Sexual Harassment.

It is not the practice of the College to pursue disciplinary action against a complainant or witness for their 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 Harassment. College students who appear before the Title IX Investigators or other Title IX Team members, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the Conduct Code.

E) COORDINATION WITH LAW ENFORCEMENT AND EFFECT OF CRIMINAL PROCEEDINGS

Because Sexual Harassment may constitute both a violation of College Policy and a criminal activity, the College encourages students to report alleged Sexual Harassment 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 Harassment, for the purposes of this policy, has occurred. In other words, conduct may constitute Sexual Harassment 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 a prosecution.

The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation into a complaint of Sexual Harassment under this policy (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) and may take interim measures to protect the complainant and the College community, if necessary, as described in Section II.F. below. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Investigative Team will, in light of status updates from law-enforcement authorities and the Title IX Officer, assess and reassess the timing of the investigation under the Policy, so that it does not

SEXUAL HARASSMENT & MISCONDUCT POLICY

compromise the criminal investigation.

F) INTERIM MEASURES

In all complaints of alleged Sexual Harassment, 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 Title IX Coordinator may impose Supportive Measures including issuing 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 Title IX Coordinator may also take any further protective action that they deem 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 respondent, the Coordinator will seek to minimize unnecessary or unreasonable burdens on either party. Violation(s) of the Title IX Coordinator’s directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

G) EMERGENCY REMOVAL

In certain instances, the College may determine that it is necessary to remove a respondent from the College’s education program or activity on an emergency basis. Such a determination will be made only after undertaking an individualized safety and risk analysis and determination that an immediate threat to the health or safety of students or employees justifies removal. In such cases, the Respondent will be provided with notice of their removal and the reason for the removal and will be given the opportunity to challenge the decision immediately following the removal. Emergency removals will be performed in compliance with the IDEA, Section 504 and Title II of the ADA.

H) ADMINISTRATIVE LEAVE

Failure by Non-Student Employees to comply with this policy may result in discipline up to, and including, termination. Non-Student Employee respondents may be placed on unpaid administrative leave temporarily during the pendency of an investigation. If the outcome of the investigation shows that there was no violation of the policy by respondent, the respondent will receive back pay. If the outcome of the investigation show that there was a violation of the policy by the respondent, back-pay may be granted on a case by case basis by the Title IX Coordinator in consultation with Human Resources and the respondent’s supervisor.

I) EQUITY IN THE PROCESS

Title IX requires that complainants and respondents be treated equitably. An equitable resolution must include remedies for the complainant where a finding of responsibility against the respondent has been made, with such remedies designed to restore or preserve access to the College’s education program or activity, and due process protections for the respondent before any disciplinary sanctions are imposed.

J) CONFLICT OF INTEREST

The College requires that any individual designated as a Coordinator, Investigator or Decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. If you believe that the Coordinator, an Investigator, or the Decision-maker have a conflict of interest, immediately inform another member of the Title IX Team of your concern, in writing, and state the

SEXUAL HARASSMENT & MISCONDUCT POLICY

reason for the concern. If you believe that all members of the Title IX Team have a conflict of interest, submit your concern, in writing, stating the reason for the concern, to Student Life.

K) PRESUMPTION OF NO RESPONSIBILITY

The grievance process will be conducted with the presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

IV) GRIEVANCE PROCESS

A) The Grievance process is overseen by the Title IX Coordinator. Once a grievance has been filed, the Title IX Coordinator will:

1) Review the filing and determine if the complaint satisfies the three-part eligibility test required under Title IX:

(a) Is this within the College's Jurisdictions? - Person in the United States AND within the College's Education program or activity

(b) Does the College have Actual Knowledge? – Reported to the Title IX Coordinator or an Official with the authority to take corrective measures, and

(c) Does the grievance satisfy the Title IX Policy's definition of "Sexual Harassment"? (see definitions section).

2) If the complaint does not satisfy the three-part test required under Title IX, the Title IX Coordinator will review the filing to determine if the complaint satisfies the requirements under ORS 350.255:

(a) Is this within the Jurisdiction requirements for ORS 350.255? – Involves a student enrolled at the institution and any individual affiliated with the institution and relates to sexual harassment, sexual assault, domestic violence, dating violence, or stalking, whether it occurs on or off campus.

(b) Does a designated responsible employee know? – Either actual knowledge or in the exercise of reasonable care, should have known of the incident.

(c) Does the grievance satisfy the ORS 350.255 Policy's definition of "Sexual Harassment"? (see definitions section).

B) If the College has actual knowledge of reports by multiple complainants of conduct by a single respondent, a formal process is required.

C) If the Complaint is initiated by a Complainant and satisfies the requirements of the Title IX Policy, the Complainant will usually have the option to select either a formal or an informal process. A person who has experienced Sexual Harassment as defined by Title IX has a right to file a formal complaint. If the Complaint does not satisfy the requirements of the Title IX Policy but satisfy the requirements of the ORS 350.255 Policy, the Complaint will be processed using the ORS 350.255 Process described later in this document.

D) FORMAL GRIEVANCE PROCESS AND RESOLUTION

1) The college will initiate a formal grievance procedure when either:

SEXUAL HARASSMENT & MISCONDUCT POLICY

(a) a formal complaint is filed, or

(b) the College has actual knowledge of reports by multiple complaints of conduct by the same respondent that could constitute sexual harassment.

2) A formal complaint must be in writing and signed and dated by a Complainant or a third party filing on behalf of a potential Complainant (Reporter). It should state:

(a) The name of the alleged harasser (if known)

(b) Describe with reasonable specificity the incident(s) of alleged harassment including date and place of such incident(s).

3) Initial Review. Upon receipt of the formal complaint, the Title IX Coordinator will perform the Initial Review. The Initial review will assess whether the complaint satisfies the three-part eligibility test and whether, if true, the complaint would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure.

4) Administrative Closure. If, after conducting the initial review of a formal complaint, the Title IX Coordinator finds that the allegations do not satisfy requirements and thus would not constitute a violation of this Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant (and the Reporter, if there is one).

Within one week of the decision to close a case administratively, the Complainant or Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Complainant or Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other College conduct policies, such as the Student Code of Conduct, the Title IX Coordinator may administratively close the case under this policy and refer the complaint to the appropriate College official.

5) Written Notice. Once the Title IX Coordinator affirms that the allegations, if true, satisfy the three-part eligibility test, Written Notice will be sent to all the parties. The Notice will include:

(a) Sufficient details of the complaint, including: identities of the parties involved in the incident if known, specific section of the College policy allegedly violated, conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident if known.

(b) Information on the rights of the parties,

(c) Notification that False Statements are a violation of the student code of conduct,

(d) Notification of the Presumption of No Responsibility,

(e) Notification of the Parties right to request inspection and review of evidence,

(f) Notice of temporary no-contact order between parties if applicable, and

SEXUAL HARASSMENT & MISCONDUCT POLICY

(g) A copy of this policy.

If additional allegations are made during the course of the Formal Grievance Process, additional Notice will be given to all parties.

6) Investigation.

(a) Simultaneous with giving notice to the complainant(s) and respondent(s), the Title IX Coordinator will assign one or more investigators to perform the investigation. Investigations will usually include:

- 1) Interviews with Complainant
- 2) Interviews with Respondent
- 3) Interviews with Witnesses
- 4) Collection of Evidence. If Complainant or Respondent is requested to submit evidence, they are expected to supply such evidence within 7 days of the request. Evidence may include:
 - (i) Physically evidence in support of the claims
 - (ii) Text messages and phone call records
 - (iii) Social media posts

All evidence collected will be maintained either in a private server file (digital evidence) and/or a secure locked storage within the Title IX Coordinator's office.

(b) The first interview will be scheduled no sooner than seven (7) days after notice is given, giving the parties time to assemble notes and evidence they may wish to bring to the interview.

(c) The Investigator(s) will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the College or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character. When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

(d) Parties may bring an advocate to the interview(s). Advocates may be selected by the Parties or may be provided by the College. If a Party would like the College to provide an advocate during the Interview stage, they must submit a written request to the Title IX Coordinator at least three (3) days prior to their first scheduled interview. Advocates may not speak on behalf of the Parties during interview but may request pauses in the interview or provide support before and after the interview. The Advocate should be the same person throughout the duration of the process but Parties are not required to select an Advocate. If no advocate is selected or requested prior to the Hearing Date, the College will provide the party with an Advocate for the hearing only. Parties must inform the Title IX Coordinator if they will be selecting their own Advocate on or before the date of the Hearing is announced.

SEXUAL HARASSMENT & MISCONDUCT POLICY

(e) The Investigator(s) will provide an Investigatory Report, including interview summaries and all evidence collected, to the Title IX Coordinator upon completion of the investigation. The Title IX Coordinator will provide this information and material to the Adjudicators simultaneously with the Complainant(s) and Respondent(s). Complainant(s) and Respondent(s) will be granted digital access to evidence submitted at this time and will be notified of their hearing date, time, and location. At this time, parties who have not notified the Title IX Coordinator of their intent to select their own Advocate will be assigned an Advocate by the Coordinator. Assigned Advocates will meet with their assigned party prior to the Hearing date.

(f) Investigations will usually be completed within twenty (20) days of the day the Initial Written Notice was sent.

7) Written Response by Parties.

(a) Upon receipt of the Investigatory Report, Complaint(s) and Respondent(s) will have ten (10) days to submit a Written Response to the Title IX Coordinator. This response will be provided to the Adjudicators prior to the hearing. Parties are not required to submit a written response and may choose to respond verbally at the hearing. Parties who submit a written response may also respond verbally at the hearing but parties who refuse to submit to cross-examination at the hearing will have their Written Response excluded from consideration by the Adjudicators.

(b) The written response must be in the Party's own words; Parties may not submit statements authored by others, including family members, advocates, or attorneys but may consult with these parties in drafting their response.

(c) Written Responses must include a list of witnesses the Party intends to call at the hearing, including Investigators if the Party wishes to have the opportunity to question the Investigator. Non-Investigator Witnesses must have been interviewed by the Investigators prior to the Hearing.

(d) During the Hearing, parties will have an opportunity to have their Advocate's cross-examine the other party and witnesses. Either party may request that the College facilitate the parties being located in separate rooms during cross-examination while observing the questioning live via technological means. If the party wishes to utilize this option, they must include a request for Video Cross-Examination in their Written Response.

8) Hearing.

Hearings will be overseen by the Hearings Panel, made up of three Adjudicators. Prior to the Hearing, all parties are expected to have read and understood the rules of the Hearing process. If a party has questions about the Hearing process they should submit them to the Title IX Coordinator at least 24 hours prior to the Hearing.

(a) Purpose: The Purpose of the hearing is to allow you to present evidence in the form of documents or testimony and to allow all parties to have an opportunity to cross-examine opposing parties and witnesses.

(b) Decorum: Hearings should be professional. Disruptive or disrespectful behavior is not tolerated.

(c) Process:

1) Hearings consist of: Opening Statements, Direct and Cross-Examination of Parties and

SEXUAL HARASSMENT & MISCONDUCT POLICY

Witnesses, and Closing Statements.

2) All Parties, Advocates, Witnesses, and Investigators are expected to arrive 15 minutes prior to the start of the Hearing. Failure of a party to attend the hearing will be grounds to have their responses removed from consideration by the Adjudicators. All parties expected to attend will receive notice of the hearing date, time, and location at least ten (10) days in advance of the hearing.

3) Opening Statements:

(i) The Opening Statement is a brief preview of the case. It is not a time to present evidence. This is an opportunity to tell the Adjudicators what the case is about. Opening Statements should not be argumentative.

(ii) Each party will have ten (10) minutes for their opening statement. Complainant will go first and the Respondent will go second. Both parties will make opening statements prior to the commencement of the presentation of Parties Cases (Direct and Cross Examination).

(iii) Complainant and Respondent may make their opening statements themselves or may have their Advocate make their statements on their behalf. Opening Statements may be read from a pre-drafted document.

4) Direct Examination:

(i) Direct Examination is the party's opportunity to ask questions of the Parties and witnesses who can help prove what happened in the case. Witnesses and Parties must testify about what they personally know, not opinions or conjecture.

(ii) The Parties' Advocates must perform the Direct and Cross-Examination of all Parties and Witnesses.

5) Cross Examination:

(i) Cross Examination is the chance to ask questions of the other Party and their Witnesses. You can challenge a Party or a Witness' knowledge, opinion, perception, motive, memory, bias or credibility.

(d) Direct and Cross Examinations Specifics

Each party will have an opportunity to present Testimony, Evidence, and Witnesses on their behalf. Witnesses must have been interviewed by the Investigators prior to the Hearing. The two main purposes for direct and cross-examination are to have the witness give evidence that helps you and to ask the witness questions about evidence they have already provided that you consider to be incorrect.

1) Complainant's Case (presented first):

(i) Complainant will take the stand first for Direct Examination by their Advocate. Complainants Advocate will have (X minutes) for direct examination.

(ii) Respondent's Advocate will have (X minutes) to Cross Examine the Complainant.

SEXUAL HARASSMENT & MISCONDUCT POLICY

(iii) Complainant will call Witnesses for Direct Examination by their Advocate. Complainants Advocate will have (X minutes) for direct examination of each witness.

(iv) Respondent's Advocate will have (X minutes) to Cross Examine each of the Complainant's witnesses.

2) Respondent's Case (presented second):

(i) Respondent will take the stand after Complainant and all of Complainants Witnesses have been called. Respondent's Advocate will have (X Minutes) for direct examination.

(ii) Complaints Advocate will have (X minutes) to Cross Examine Respondent.

(iii) Respondent will call Witnesses for Direct Examination by their Advocate. Respondent's Advocate will have (X minutes) for direct examination of each witness.

(iv) Complainant's Advocate will have (X minutes) to Cross Examine each of the Respondent's witnesses.

3) If both parties list a person as their witness, the witness will be examined during the Complainant's Case.

4) Investigators involved in the case must attend the hearing. If a party plans to call an investigator, they must inform the Title IX Coordinator of the intention to call the Investigator by listing them as a Witness in their Written Response.

5) Once all parties and witnesses have made their statements and had the opportunity to cross examine the other parties, the Adjudicators may ask clarifying questions of the Investigators.

(e) Direct and Cross Examinations Rules

All parties are required to follow the below rules during Direct and Cross Examination. Failure to follow these rules may result in exclusion of the testimony, or termination of the cross-examination of the party on the stand.

(i) Dos and Don'ts

1. Do Treat Witnesses with respect. This is not a television courtroom,

2. Do be brief. Limit examination to only the most important necessary points,

3. Do be selective. Don't cross examine a witness who did not hurt your case and/or who cannot testify to additional facts that would help your case. You do not have to cross-examine every witness.

4. Do ask questions to solicit more information about areas you believe may be unclear in the record,

5. Do use plain language. Use short specific questions,

6. Do try to ask questions that could be answered with "Yes," "No," or "I don't know" rather

SEXUAL HARASSMENT & MISCONDUCT POLICY

than open ended questions. For example, ask “Were you at the party on Friday June 4th at 10 p.m.?” not “When did you get to the party?”

7. Don't ask opinion based questions, ask about things that the witness would personally saw, heard, or did

8. Don't ask narrative questions. Ask single, specific questions. For example, do not ask “tell me what you did that day.”

9. Do ask witnesses to review and confirm evidence if relevant to that witness' statements.

10. Do not just repeat the same question over and over again.

11. Do not interrupt or argue with the witness if you do not like the witness's testimony. Disagreement with a witness can only come in the form of contrary evidence.

12. Do listen to the answers.

(ii) Rape Shield:

PNCA applies “Rape Shield” rules to the hearing process.

1. Prohibited Uses:

- a. Evidence offered to prove that a Complainant engaged in other sexual behavior; or
- b. Evidence offered to prove a Complainant's sexual predisposition.

2. Exceptions. The Adjudicators may admit the following evidence

- a. Evidence of specific instances of a Complainant's sexual behavior, if offered to prove that someone other than the Respondent was the source of semen, injury, or other physical evidence
- b. Evidence of specific instances of Complainant's sexual behavior with respect to the Respondent, if offered by the Respondent to prove consent.

3. Procedures to Determine Admissibility.

- a. If a party intends to offer evidence under this section, the party must include a separate statement in their Written Response that specifically describes the evidence and states the purpose for which it is to be offered. This Statement will be shared with the other party at least five (5) days before the Hearing Date.

(f) Evidence

1) All Evidence must be submitted prior to the hearing. Ideally, all evidence should be provided/ submitted to the Investigator during the investigation. The last opportunity to provide evidence is to submit it with the Written Response (See Section XXX). If Evidence is introduced during with the Written Response, the Party must include a statement of why the Evidence was not provided during the Investigation.

SEXUAL HARASSMENT & MISCONDUCT POLICY

2) All evidence will be available for review or reference during the hearing. If a party or witness refers to an item of evidence, they will need to state how the evidence relates to the case.

3) Evidence made available at the hearing may be considered by the Adjudicators whether or not it is referenced by a party or witness during the hearing.

4) Specific Types of Evidence and its admissibility

(i) Pattern Evidence: Evidence of an occurrence or occurrences of prohibited conduct so distinctive and so closely resembling either party's version of the alleged encounter as to tend to prove a material fact may be considered. Where there is evidence of a pattern of similar prohibited conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed relevant to the determination of policy violation or assigning of a sanction. Instances will be rare and the determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern.

(ii) Prior Sexual History of the Parties: An individual's character or reputation with respect to other sexual activity is not relevant and will not be considered as evidence. Similarly, an individual's prior or subsequent sexual activity is typically not relevant and will only be considered as evidence under limited circumstances. For example, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve other questions raised by the report. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.

(iii) Prior Sexual History Between the Parties: Even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. Where the parties have a prior sexual relationship, and the existence of consent is at issue, the sexual history between the parties *may* be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, this does not assume that the prior sexual history was consensual and this should be a factor in considering relevance.

(g) Closing Statements

1) Closing Statements should briefly summarize the evidence presented during the hearing. It should explain why the Adjudicators should decide the case in your favor. You may not present new evidence during your closing statement.

2) Each party will have ten (10) minutes for their closing statements. The Respondent will go first and the Complainant will go second.

3) Complainant and Respondent may make their closing statements themselves or may have their Advocate make their statements on their behalf. Closing Statements may be read from a pre-drafted document.

(h) Questions by the Adjudicators

SEXUAL HARASSMENT & MISCONDUCT POLICY

1) The Adjudicators may, on occasion, ask questions to clarify the record. You should not take the asking of a question as favoring any party or as any signal of how the judge will rule.

9) Final Determination Report, Sanctions, and Supportive Measures. After the Hearing, the Adjudicators will prepare a written Final Determination Report of the findings of fact and analysis, applying a preponderance of the evidence standard, and determine based on those findings of fact, whether there was a violation of the Policy. A preponderance of the evidence means that the information shows that it is “more likely than not” that the Respondent violated College policy. The Adjudicators will consider the evidence, written responses, Investigative Report, and information provided at the hearing when preparing the Final Determination Report.

(a) The Final Determination Report will include:

- 1) Identification of the section(s) of the College's code of conduct alleged to have been violated,
- 2) A description of the procedural steps taken from receipt of the complaint through the determination, including any notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held,
- 3) Findings of Fact supporting the determination,
- 4) Conclusions regarding the application of the College's policy to the facts,
- 5) A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility, any sanctions the College imposes on the Respondent and any supportive measure provided to the complainant designed to restore or preserve access to the College's education program or activity,

(b) Sanctions: Consistent with College policies, Sanctions might include, among others: restrictions on contact; counseling; course-schedule or work- schedule alteration; changes in housing; leaves of absence; expulsion; termination; or increased monitoring of certain areas of the campus.

(c) Timing: The Adjudicators will provide the Final Determination Report to the Title IX Coordinator within five (5) days after the hearing. The Title IX Coordinator will distribute the Final Determination Report to all parties simultaneously. The Title IX Coordinator will notify the parties of any disciplinary action as appropriate. Final Determination Reports are final, there is no opportunity for appeal.

10) Effective date of Sanctions and Supportive Measures. A sanction imposed by the Title IX Coordinator is not effective until the conclusion of the Formal Grievance Process signaled by the release of the Final Determination Report. Non-disciplinary, non-punitive supportive measures may be put in place at any time during the Grievance Process, including prior to the release of the Final Determination Report or simultaneously with the Final Determination Report.

11) Timeframe. The Title IX Team will work diligently to ensure a prompt investigation. While there is no fixed time frame under which they must complete the Title IX Process, the Team will make a good faith effort to conduct a fair, impartial process in a timely manner designed to provide all parties with resolution. In most cases, the Title IX Team aims to move from the date of the filing of the Formal Complaint to the Resolution following the timeline outlined below:

Day 1 - Grievance Filed

SEXUAL HARASSMENT & MISCONDUCT POLICY

Day 3 - Initial Review by Title IX Coordinator to ensure Complaint satisfies Three-Part Edibility Test completed. Written Notice sent to Parties and Investigators notified of opening of investigation.

Day 10 – Earliest date for first interview.

Day 30 – Investigation Complete. Investigator Report turned over to Adjudicator and Parties. Digital access to Evidence made available to all parties. Parties informed of date of Hearing. Deadline to inform Title IX Coordinator of intent to provide own Advocate. If you do not provide/select your own Advocate by this time, one will be assigned to you by the Title IX Coordinator. The Advocate will arrange to meet with you prior to the Hearing Date.

Day 40 - Deadline to provide a written response to the Investigation Report. Email to the Title IX Coordinator by end of day.

Day 50 – Hearing Date.

Day 55 – Adjudicators releases Final Determination Report and any sanctions or supportive measures are put in place.

In some instances, the Title IX Coordinator may determine that there is good cause for a delay that would impact these timing. Reasons for a delay include: absence or unavailability of parties or witnesses, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. If the Title IX Coordinator determines that there is good cause for delay at any point in the process, they will provide all parties to the Grievance with written notice of the delay and the grounds for the delay.

12) Advocate. Both the Complainant and the Respondent may bring an Advocate to any interviews with the Investigative Team. An advocate may be an officer (faculty or staff) of the College or the Party may select an advocate of their choosing, including an attorney. An Advocate may not be related to anyone involved in the complaint or have any other involvement in the process, unless the advocate is an attorney who is related to a party involved in the complaint. If an Advocate is selected early in the process, the party should rely on the same advocate for the duration of the process or immediately inform the Title IX Coordinator of a change in Advocate. If an Advocate is not selected by the time the Hearing Date is set, and Advocate will be assigned to the party by the Title IX Coordinator.

Advocates may offer feedback on their Party's written statements, and provide general advice. During interviews with Investigators, Advocates may not speak for their Party, although they may ask to suspend the interviews briefly if they feel their Party would benefit from a short break and do not feel that their Party is in a position to make the request for themselves.

During the Hearing, the Advocate will be responsible for Cross-Examination of the Parties and, as such, should familiarize themselves with the rules for the Hearing. If the Advocate has questions about the hearing process, they should contact the Title IX Coordinator at least 24 hours before the Hearing.

When the allegations, if true, might constitute criminal conduct, the Respondent is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved. Such counsel may privately consult with and advise the parties during the process but may not examine witnesses or otherwise directly participate on behalf of either party unless they are acting as the Respondents Advocate as described herein.

SEXUAL HARASSMENT & MISCONDUCT POLICY

13) Privacy, FERPA, and Clery in the Formal Process.

(a) In order to comply with FERPA and Title IX and to provide an orderly process for the consideration of relevant information without undue intimidation or pressure, the Investigation and Adjudication processes are not open to the general public. Accordingly, documents prepared during the Title IX case, including Investigative Reports, Final Determination Reports, Evidence Reports, Witness Lists, documents, testimony, and other information, may not be disclosed by the College outside of the Investigation and Adjudication process, except as may be required or authorized by law.

(b) Under the Clery Act, both the complainant and the accused student must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the Adjudicators will issue a Final Determination Report concurrently to the Respondent and the Complainant. The Final Determination Report 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 Adjudicators' decision on the issue of responsibility; and the sanction(s) imposed, if any.

(c) College policy neither encourages nor discourages the further disclosure of the Final Determination Report by either the Complainant or the Respondent. The College acknowledges that sharing the Final Determination Report 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.

14) Request to Withdraw the Complaint. While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the College must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

A request to withdraw the complaint must be submitted to the Title IX Coordinator in writing by the Complainant. The Title IX Coordinator will review the request and will usually make a determination as to whether the request will be accepted or denied within five (5) days. If the Complainant's request is accepted and the Complaint is withdrawn, the Complainant may still seek supportive measures under the Informal Resolution process described below.

E) INFORMAL PROCESS AND RESOLUTION. Should a Complainant choose not to pursue a Formal Grievance or if the Title IX Coordinator determines that the allegations do not satisfy the requirements of a Formal Grievance, the parties may choose to pursue an Informal Resolution. Informal Resolution Process is a voluntary process so all parties must agree to participate in the process. If a Complainant requests an Informal Resolution, the Title IX Coordinator approves that request, and the Respondent refuses to participate, Complainant can file a Formal Grievance, if those requirements are met, or accept other non-disciplinary supportive measures.

If a Complainant elects to pursue an informal resolution or does not elect to pursue any resolution, they may still choose to file a formal complaint at a later time so long as the Jurisdictional requirements are met and the Informal Resolution Process has not been completed. Once a Complaint has been resolved through an informal resolution process, the matter will be closed. The Complainant may pursue this option even if they have already been provided with interim and/or permanent supportive measures.

SEXUAL HARASSMENT & MISCONDUCT POLICY

- 1) Requesting Informal Resolution. Complainant must submit a request for Informal Resolution in writing to the Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity.
- 2) Review and Discussion of Request. The Title IX will review the request and schedule a meeting with the Complainant to discuss this policy and confirm that the Title IX Coordinator has a complete understanding of the Complainant's issues or concerns, including all pertinent facts and circumstances. The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate. If after this discussion, both the Title IX Coordinator and the Complainant agree that the informal complaint process is appropriate, the Title IX Coordinator directly assists and guides effective and equitable problem-solving efforts, working with the Complainant and other relevant parties as appropriate.
- 3) Circumstances in Which the Informal Resolution Process May Not Be Used. The Informal Resolution Process is not appropriate for all types of alleged conduct. Specifically, the Informal Resolution Process is not available in cases involving alleged sexual assault.
- 4) Termination of Informal Resolution Process. The Informal Resolution process may be terminated at any time by either the Title IX Coordinator or any of the parties involved, at which point the allegations will be investigated via the Formal Process.
- 5) Upon determining that informal resolution is appropriate, the Title IX Coordinator will:
 - (a) inform the Respondent of the allegations of the allegations against them in sufficiently specific detail as to allow them an opportunity to understand the allegations made against them,
 - (b) Inform the Respondent of their right to decline to participate in the Informal Process and that, by declining, a Formal Grievance Process may be triggered.
 - (c) Give the Respondent five (5) days to respond declining to participate in the Informal Process,
 - (d) Schedule a date for and facilitate the mediation between the parties and attempt to aid the parties in finding a mutually acceptable resolution, and
 - (e) Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment.
- 6) Mediation. Mediation provides an opportunity for the Complainant and the Respondent to communicate their feelings and perceptions regarding the incident, the impact of the incident, and their wishes and expectations regarding protection in the future. Informal Resolutions are held in the presence of, and facilitated by a member of the Title IX Team.
- 7) Resolution. A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the College or Title IX Coordinator. At any point prior to such an express agreement, the Complainant may withdraw the request for informal resolution and initiate a formal complaint under these Procedures. At any point prior to such express agreement, the Respondent may decline to continue to participate in the process and the Complainant may choose to initiate a Formal Grievance or accept other non-disciplinary supportive measures.
- 8) Privacy of Informal Resolution. In order to promote honest, direct communication, information

SEXUAL HARASSMENT & MISCONDUCT POLICY

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.

9) Timing. Ordinarily, the informal resolution process will be concluded within three weeks of the date of the request.

F) ORS 350.255 PROCESS AND RESOLUTION If a Complaint fails to meet the requirements of Title IX, and Complainant may still be able to pursue a case under the ORS 350.255 Process.

1) The College will initiate the ORS 350.2255 Process when:

(a) The Complaint, if true fails to satisfy the requirements of Title IX but does satisfy the requirements of ORS 350.255, and

(b) The Complainant consents to participate, and files a written request (complaint) for the College to pursue a Resolution under ORS 350.255.

2) The written request must be in writing and signed and dated by the Complainant. It should state:

(a) The name of the alleged harasser/respondent (if known)

(b) Describe with reasonable specificity the incident(s) of alleged harassment, including date and place of such incidents(s).

3) Initial Review. Upon receipt of the written complaint, the Title IX Coordinator will perform the Initial Review. The initial review will verify that the allegations, if true, satisfy the requirements of ORS 350.255, and if not, whether an Administrative Closure is warranted.

4) Administrative Closure. If, after conducting the initial review of the complaint, the Title IX Coordinator finds that the allegations would not constitute a violation of this Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant.

Within one week of the decision to close a case administratively, the Complainant or Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Complainant or Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other College conduct policies, the Title IX Coordinator may refer the complaint to the appropriate College official.

5) Written Notice. Once the Title IX Coordinator affirms that the allegations, if true, satisfy the requirements, Written Notice will be sent to all the parties. The Notice will include:

(a) Sufficient details of the complaint, including: identities of the parties involved in the incident if known, specific section of the College policy allegedly violated, conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident if known.

(b) Information on the rights of the parties,

SEXUAL HARASSMENT & MISCONDUCT POLICY

- (c) Notification that False Statements are a violation of the student code of conduct,
- (d) Notification of the Presumption of No Responsibility,
- (e) Notification of the Parties right to request inspection and review of evidence,
- (f) Notice of temporary no-contact order between parties if applicable, and
- (g) A copy of this policy.

6) Investigation.

(a) Simultaneous with giving notice to the complainant(s) and respondent(s), the Title IX Coordinator will assign one or more investigators to perform the investigation. Investigations will usually include:

- 1) Interviews with Complainant
- 2) Interviews with Respondent
- 3) Interviews with Witnesses
- 4) Collection of Evidence. If Complainant or Respondent is requested to submit evidence, they are expected to supply such evidence within 7 days of the request. Evidence may include:
 - (i) Physically evidence in support of the claims
 - (ii) Text messages and phone call records
 - (iii) Social media posts

All evidence collected will be maintained either in a private server file (digital evidence) and/or a secure locked storage within the Title IX Coordinator's office.

(b) The first interview will be scheduled no sooner than seven (7) days after notice is given, giving the parties time to assemble notes and evidence they may wish to bring to the interview.

(c) The Investigator(s) will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the College or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character. When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

(d) Parties may bring an advocate to the interview(s). Advocates may be selected by the Parties or may be provided by the College. If a Party would like the College to provide an advocate during the Interview stage, they must submit a written request to the Title IX Coordinator at least three (3) days prior to their first scheduled interview. Advocates may not speak on behalf of the Parties during interview but may request pauses in the interview or provide support before and after the interview.

SEXUAL HARASSMENT & MISCONDUCT POLICY

The Advocate should be the same person throughout the duration of the process but Parties are not required to select an Advocate.

(e) The Investigator(s) will provide an Investigatory Report, including interview summaries and all evidence collected, to the Title IX Coordinator upon completion of the investigation. The Title IX Coordinator will provide this information and material simultaneously to the Complainant(s) and Respondent(s). Complainant(s) and Respondent(s) will be granted digital access to evidence submitted at this time and will be notified of their deadline to submit a written response.

(f) Investigations will usually be completed within twenty (20) days of the day the Initial Written Notice was sent.

7) Written Response by Parties.

(a) Upon receipt of the Investigatory Report, Complainant(s) and Respondent(s) will have ten (10) days to submit a Written Response to the Title IX Coordinator. Parties are not required to submit a written response and may choose to rely only on the information in the Investigator's Report.

(b) These written responses will be shared with the Complainant(s) and Respondent(s) and each Party will have five (5) days to review those responses. By the end of the fifth (5th) day, each Party will have the option to either (1) accept the materials as submitted or (2) request a follow up interview in writing through the Title IX Coordinator. If a Party does not contact the Title IX Coordinator to schedule a follow up interview, they will be deemed to have accepted the materials without further comment.

(c) If a Party requests a follow up interview, the Title IX Coordinator will contact an Investigator to arrange a time for the Party to be interviewed. The follow up interview can be used to clarify points made in either their own or the other Party's Written Response.

(d) Upon completion of any follow up interviews, all parties will be informed that all materials are being turned over to the Adjudicator(s).

8) Final Determination Report, Sanctions, and Supportive Measures.

(a) The Investigatory Report, the Written Response, submitted or collected Evidence, and any Investigator's Reports from the follow up interviews will be provided to the Adjudicator(s).

(b) The Adjudicator(s) will prepare a written Final Determination Report of the findings of fact and analysis, applying a preponderance of the evidence standard, and determine based on those findings of fact, whether there was a violation of the Policy. A preponderance of the evidence means that the information shows that it is "more likely than not" that the Respondent violated College policy

(c) The Final Determination Report will include:

- 1) Identification of the section(s) of the College's code of conduct alleged to have been violated,
- 2) A description of the procedural steps taken from receipt of the complaint through the determination, including any notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held,
- 3) Findings of Fact supporting the determination,

SEXUAL HARASSMENT & MISCONDUCT POLICY

- 4) Conclusions regarding the application of the College's policy to the facts,
 - 5) A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility, any sanctions the College imposes on the Respondent and any supportive measure provided to the complainant designed to restore or preserve access to the College's education program or activity,
- (d) Sanctions: Consistent with College policies, Sanctions might include, among others: restrictions on contact; counseling; course-schedule or work- schedule alteration; changes in housing; leaves of absence; expulsion; termination; or increased monitoring of certain areas of the campus.
- (e) Timing: The Adjudicators will provide the Final Determination Report to the Title IX Coordinator within five (5) days after the receipt of the materials. The Title IX Coordinator will distribute the Final Determination Report to all parties simultaneously. The Title IX Coordinator will notify the parties of any disciplinary action as appropriate. Final Determination Reports are final, there is no opportunity for appeal.
- 9) Effective date of Sanctions and Supportive Measures. A sanction imposed by the Title IX Coordinator is not effective until the conclusion of the Resolution Process signaled by the release of the Final Determination Report. Non-disciplinary, non-punitive supportive measures may be put in place at any time during the Process, including prior to the release of the Final Determination Report or simultaneously with the Final Determination Report.

V) 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 their complaint remains confidential, Title IX nevertheless requires that the College investigate and take reasonable action in response to the complainant's information. The Title IX Coordinator will inform the complainant that the College's ability to respond may be limited. The Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Harassment and may weigh the Complainant's request(s) against the following factors: the seriousness of the alleged Sexual Harassment; whether there have been other complaints of Sexual Harassment 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 Title IX Coordinator will inform the complainant if the College cannot ensure confidentiality. Even if the College does not take disciplinary action against the accused student due to the complainant insisting on confidentiality or that the complaint not be resolved, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no contact" order, and take other reasonably necessary measures.

VI) 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 Harassment.

SEXUAL HARASSMENT & MISCONDUCT POLICY

Once a complaint is filed, the Complainant or Reporter, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

VII) STUDENT, FACULTY, AND STAFF RELATIONSHIPS

Consensual Relationships Romantic or sexual relationships between a faculty member and a student or between a supervisor and a person under their 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 their 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 Harassment 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.

VIII) AMENDMENTS

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

Victim's privacy rights

When consulting campus resources, students should be aware of confidentiality and mandatory reporting in order to make informed choices. Some campus departments may maintain your complete confidentiality,

SEXUAL HARASSMENT & MISCONDUCT POLICY

offering you options and advice without any obligation to tell anyone unless you want them to. Other departments are expressly there for you to report crimes and policy violations, and they will take action when you report an incident to them.

Counseling Center

In accordance with state and federal laws as well as professional ethical guidelines established for health, mental health, and dental professionals the Counseling Center maintains confidential records of all patient contacts. This means that no information about your contact with counselors will be disclosed to outside parties without your written consent.

There are some exceptions to confidentiality however. Medical, mental health, and dental providers may be required to release certain information in any of the following situations: (1) if you indicate an intent to harm yourself or others; (2) if you reveal abuse or neglect of a child, or of an elderly or disabled adult; (3) if a court of law orders disclosure of information about your treatment; (4) if you initiate legal proceedings regarding your mental health treatment, or use mental illness as a defense in a criminal or civil action; (5) if you are diagnosed with a reportable disease as required by the State Health Department; or (6) if you are at risk of operating a motor vehicle. Confidentiality in these cases will be limited to the extent the law allows.

Confidential Advocates

Confidential Advocates are not required to report student disclosures to other College officials. Confidential Advocates can receive disclosures of gender based violence confidentially without making a Title IX report. A report by a student to a Confidential Advocate will not trigger an investigation into an incident against the student's wishes unless an exception applies.

Exceptions to this confidentiality are:

- If you indicate a clear and serious intent to harm others;
- If you, or the campus community at large is at risk of danger;
- If you reveal abuse or neglect of a child, or of an elderly or disabled adult.

Confidential Advocates must receive Title IX training but may not be part of the Title IX team. They are appointed by the Director of Legal Services and/or the Title IX Coordinator.

Confidential Advocates are not privileged parties and may be required to disclose information to outside parties, such as attorneys, as required by law.

Campus-based Services available to victims of Sexual Assault

Confidential Advocates

Jessie Spiess Werner
*MFA in Visual Studies Program
Coordinator*
jwerner@pnca.edu

Ingrid Baker
Director of Financial Aid
igbaker@pnca.edu

Title IX Team

Cordelia Daniels
*Title IX Coordinator
Director of Legal Services*
cdaniels@pnca.edu
503-821-8930

Manny Guerra
Campus Safety Manager
mguerra@pnca.edu
503.821.8897

Jade Silver
Financial Aid Counselor
jsilver@pnca.edu

Sharon Sarcos
Director of HR
ssarcos@pnca.edu

Victor "V" Maldonado
*Asst Dean of Diversity and Inclusion
& Chief Diversity Officer*
vmaldonado@pnca.edu

Sally Schoolmaster
Associate Professor of Art
sschoolmaster@pnca.edu

Kate Copeland
*Chief Academic Officer, Dean of
Academic Affairs*
kcopeland@pnca.edu

Jackson Seemayer
Assistant Director of Student Life
jseemayer@pnca.edu

CARE Team

Manny Guerra
Campus Safety manager
mguerra@pnca.edu
503-821-8897

Cordelia Daniels
Director of Legal Services
cdaniels@pnca.edu
503-821-8930

Darby Knox
*Vice President for Advancement and
Communications*
dknox@pnca.edu
503-821-8927

Jackson Seemayer
Assistant Director of Student Life
jseemayer@pnca.edu

Kat McAnalley
Coordinator of Student Life & Events
kmcanalley@pnca.edu

Student Life

Jackson Seemayer
Assistant Director of Student Life
jseemayer@pnca.edu

Kat McAnalley
Coordinator of Student Life & Events
kmcanalley@pnca.edu

State and Community Services- Resources and Contact Information

Medical Resources

To find an in-network medical provider, please visit: <https://www.zocdoc.com/>

NEAREST HOSPITAL TO PNCA

- OPEN 24HRS

Legacy Good Samaritan Medical

1015 NW 22nd Ave
(503) 413-7711

Legacy Go Health Urgent Care
Open from 8am - 8pm
1244 NW Marshall St
gohealthuc.com
(971) 232-8620

The Portland Clinic
800 SW 13th Ave
ThePortlandClinic.com
(503) 221-0161

ZOOM+Care Pearl District
M-F 7am- Midnight Sa+Su 9am-6pm
202 NW 13th Ave
zoomcare.com
(971) 998-1011

ZOOM+ Super Clinic
M-SU 7am to Midnight
607 NE Grand Ave
zoomcare.com
(971) 998-1011

Statewide and National Hotlines

*Portland Metro Area Resources:
(Clackamas, Multnomah and
Washington Counties)*

Mental Health Crisis Line
503-988-4888

Women's Crisis Hotline
503-235-5333

Beaverton City Victims' Assistance
Program
503.526.2215

Bradley-Angle House crisis line
503.281.2442

Clackamas County Victims'
Assistance Program
503.655.8616

Clackamas Women's Services
crisis line
503.654.2288

Domestic Violence Resource
Center crisis line
503.469.8620

El Programa Hispano-Project UNIC
Crisis line
503.232.4448
Gresham office
503.669.8350
Portland office
503.231.4866

Multnomah County Victims'
Assistance Program
503.988.3222

Call to Safety Crisis line
503.235.5333
Toll free
888.235.5333

Raphael House, Crisis line
503.222.6222
Toll free
800.799.7233

Q Center
(503) 234-7837
<http://www.pdxqcenter.org/>

Sexual Assault Resource Center
Crisis line
503.640.5311

Victim Rights Law Center intake
Hotline
503.274.5477 X6
Spanish speaking staff available

Washington County Victims'
Assistance Program
503.846.8671

National Resources

National Sexual Assault Hotline
1-800-656-HOPE (4673)

Safe Horizon, Domestic Violence Hotline
1-800-621-HOPE (4673), Crime Victims' Hotline
1-866-689-HELP (4357)

National Domestic Violence Hotline 1-800-799-7233 OR 1-800-787-3224 (TTY)

Suicide Hotline
800-222-1222

Gateway Center for Domestic Violent
Crisis line
503-235-5333
Main line
503-988-9640

Trevor Project (LGBTQ Youth)
1-877-565-8860

Trans Lifeline (transgendered individuals)
1-866-488-7386

Lines 4 Life
1-800-273-8255

Youthline
1-877-968-8491

Youth Text Line
text "teen2teen" to 839863

Military Helpline
1-888-457-4838 or text "MIL1" to 839863 (9a-3p PST)

Alcohol and Drug Helpline
1-800-923-4357

National Resources

Address Confidentiality Program

<https://www.doj.state.or.us/crime-victims/victims-resources/victims-services/address-confidentiality-program-acp/>

For security reasons, the location of the ACP office is confidential. ACP staff work with applicants and participants by phone, fax, email or regular mail. If you choose to write using the P.O. Box below, please include your contact information so we can reach you.

For more information, please refer to the frequently asked questions below or contact at:

ACP
P.O. Box 1108
Salem, OR 97308
Phone: 503-373-1323
Toll-free (Oregon only): 1-888-559-9090
Fax: 503-373-1340
Email: ACP@doj.state.or.us

Crime Victim's Compensation

<https://www.doj.state.or.us/crime-victims/victims-resources/victims-services/compensation-for-victims-of-crime/>

Crime Victims' Compensation Program
Oregon Department of Justice
1162 Court St. NE
Salem, Oregon 97301-4096
Phone: 503-378-5348
Fax: 503-378-5738
Email: CVSDemail@doj.state.or.us

Off-Campus Confidential Resources

Call to Safety (formerly Portland Women's Crisis Line):

503-235-5333

<https://calltosafety.org>

Sexual assault advocates are available 24 hours to assist students and help them access community resources. This service is available for individuals regardless of whether they choose to take legal action or not. PWCL can also help link students in domestic violence situations with the appropriate referrals including emergency shelter and support groups.

El Programa El Hispano-Project UNICA:

24-hour crisis line 1-888-232-448

Portland 503-688-2630

Gresham 503-669-8350

Project UNICA's goal is to provide support, advocacy, and opportunity for self-empowerment, enabling survivors to exercise free and informed life choices. Project UNICA operates the UNICA Crisis Line, which is the first Crisis Line in Spanish in Multnomah County.

Gay Men's Domestic Violence Project:

800-832-1901

<http://www.glbtqdv.org/>

National domestic violence hotline for gay men, located in Boston, MA. Crisis line offers emotional support, safety planning, crisis counseling, referrals and emergency housing.

Oregon Coalition Against Domestic & Sexual Violence (OCADSV):

503-230-1951

<https://www.ocadsv.org/>

OCADSV promotes equity and social change in order to end violence for all communities, lobbies and provides trainings to end domestic and sexual violence.

Oregon Department of Justice, Victims' Services Division:

<https://www.doj.state.or.us/crime-victims/>

<https://www.doj.state.or.us/crime-victims/victims-resources/other-resources/county-victim-assistance-programs/>

The Crime Victims' Services Division (CVSD) is to reduce the impact of crime on victims' lives by supporting statewide victim services programs, promoting victims' rights, and providing victims access to information and resources in a compassionate, responsive, and dedicated manner. CVSD provides advocacy for victims navigating the criminal justice system, as well as information on victims' rights, resources and compensation for crime victims.

Multnomah County Victim Assistance

1022 SW 4th Ave, Room 600 Portland, OR 97221

Phone: (503) 988-3222

Sexual Minority Youth Resource Center:

503-872-9664

<http://www.smyrc.org/>

Services for mental health counseling to minority youth, ages 23 and under, and LGBTQ youth. Services include assessment, individual treatment, groups, couples, and family therapy.

The Survivor Project:

503-288-3191

<https://www.survivorproject.org/>

Advocating for intersex and transgender survivors of domestic and sexual violence.

Victim's Right Law Center (VRLC)

503-274-5477, ext. 6

<http://www.victimrights.org/>

VRLC provides free, holistic legal assistance to victims of rape and sexual assault in Multnomah, Washington, and Clackamas counties, Oregon.

All Clergy are confidential: any Priest, Pastor, Minister, Iman, Rabbi, Sangha, or other spiritual leader of a religious faith.

Policies & Procedure

| | |
|--|------------|
| Rights And Responsibilities | 156 |
| Freedom from Harassment and Discrimination | 156 |
| Release of Information | 156 |
| Requests for Non-Disclosure of Directory Information | 157 |
| Right to Inspect and Review Education Records | 157 |
| Freedom of Artistic Expression Policy | 157 |
| Student Activities Policy | 158 |
| Events Policy | 158 |
| Options to Address Complaints | 159 |
| Drug and Alcohol Policy | 159 |
| Hazing Policy | 159 |
| Sharps Policy | 160 |
| Student Grievance Resolution Policy | 162 |
| Health Policy | 163 |
| Aids Policy | 163 |
| Missing Student Policy | 164 |
| Designating Emergency Contacts | 165 |
| Animals On Campus | 166 |
| Photography | 167 |
| PNCA Wordmark | 167 |

RIGHTS AND RESPONSIBILITIES

Freedom from Harassment and Discrimination

PNCA is committed to maintaining a community of work and study for faculty, administrators, 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 59) 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 62. 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 education 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 performing 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 Longitudinal 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 nondisclosure 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.
- Refrain from acts of hate speech or other verbal violence.

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 extracurricular 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 to meet 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

There are four different kinds of events at PNCA:

- Student Produced Events, such as gallery openings and performances.
- Faculty/Staff Produced Events, such as visiting artist lectures, receptions, and workshops.
- All Community Events, such as Graduation, Convocation, First Thursday, and Focus Week.
- Third Party Events, such as receptions, summits, and weddings. Third party events are the least common and subject to the most restrictions.

The mission of PNCA Events is to generate connections with innovative communities in Portland and beyond, to produce unique and memorable events, to create opportunities for student involvement and the exhibition of student artwork, so as to further the mission of the College.

Any student or group of students wishing to hold an event on campus should consult with Kathryn McAnalley,

Coordinator of Student Life & Events. 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).

There are 6 Major Steps to Producing Events at PNCA

1. Request your space: Go to <https://schedule.pnca.edu/> and use the "Find a Room" feature to request your space.
2. Complete your paperwork: Checklist for Student Organized Events.
3. Secure your furniture & technology: Submit Help Tickets to Facilities and Technology.
4. Attract your Audience: Create and distribute marketing material.
5. Produce your event: Manage your event and attendees.
6. Clean-up after your event: Return the space to its original condition.

Please note: all event attendees are subject to all institutional, State and Federal Laws; furthermore, all event attendees are subject to the PNCA Policies Governing Events.

Have questions? Please contact Kathryn McAnalley, Coordinator of Student Life & Events, at kmcanalley@pnca.edu.

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 (State and/or Federal) drugs on campus (including marijuana), 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 Facilities Manager. 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.

Students may not attend classes intoxicated. Students found intoxicated in classes or on campus may be subject to disciplinary action. Students found distributing or supplying underage students with alcohol or marijuana will be subject to sanctions including but not limited to probation and/or suspension. Please note that PNCA is a smoke-free campus.

HAZING POLICY

PNCA prohibits any form of hazing by PNCA students on or off campus. Any act which endangers the mental or physical health or safety of a student, or which is taken, created, or intended to produce mental or physical discomfort, embarrassment, harassment or ridicule that is directed at a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited. Such actions may be perpetrated by an individual, an individual against an organization, or an organization against an individual. In case of violations, individuals and an organization as a whole may be subject to disciplinary action.

SHARPS POLICY

1.0 Purpose and Applicability

1.1 THE FOLLOWING DOCUMENT DESCRIBES THE PROPER PRECAUTIONARY PROCEDURES FOR HANDLING OF SHARPS AND HOW THEY ARE MANAGED IN THE WASTE STREAM.

1.2 THESE PROCEDURES MUST BE FOLLOWED PROPERLY BY ALL WHO ARE LIKELY TO COME IN CONTACT WITH NEEDLES OR OTHER “SHARPS” MATERIALS.

2.0 Definitions

2.1 SHARPS ARE DISCARDED ARTICLES THAT MAY CAUSE PUNCTURES OR CUTS, INCLUDING, BUT NOT LIMITED TO ALL USED AND DISCARDED HYPODERMIC NEEDLES AND SYRINGES, PASTEUR PIPETTES, SCALPELS, CAPILLARY TUBES, RAZOR BLADES AND SUTURE NEEDLES.

2.2 SHARPS MAY ALSO BE DESCRIBED AS ANY MATERIAL THAT MAY BE RIGID ENOUGH, THAT WHEN CRACKED OR BROKEN, IS ABLE TO PIERCE THE SKIN. EXAMPLES WOULD BE: BROKEN BEAKER, METAL FROM A CAGE OR A BROKEN TEST TUBE.

3.0 Roles and Responsibilities

3.1 PRINCIPAL SAFETY EDUCATOR – INDIVIDUAL RESPONSIBLE FOR ENSURING THAT STAFF ARE TRAINED ANNUALLY REGARDING SAFE SHARPS HANDLING AND THAT ALL RESEARCHERS WORKING IN THE LABORATORIES ARE INFORMED ON BIOSAFETY PROCEDURES.

4.0 Procedures for Use

4.1 SHARPS PRECAUTIONS AND DISPOSAL PROCEDURES:

- a) Sharps must not be handled directly, use gripping tools such as forceps or a broom and dustpan to collect sharp objects such as broken glass or needles*
- b) All sharps must be disposed of in puncture-proof/leak-proof containers, which indicates that they are “sharps” biohazard waste and the container must be labeled with the international biohazard symbol: These are red/orange shatterproof containers that resist breaking under normal conditions of use and handling, meet ASTM standard F2132-01, and that are marked prominently with the universal biohazard warning symbol and the word “Biohazard” in a contrasting color.*
- c) Careful management of needles and other sharps are of primary importance. Needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.*
- d) Used disposable needles and syringes must be carefully placed in conveniently located puncture-resistant containers used for sharps disposal.*
- e) Plastic-ware should be substituted for glassware whenever possible.*
- f) Once the sharps containers are filled to the line marked on the container, they must be sealed and then disposed of by the Facilities Department and not placed in the regular trash. Contact Facilities at: workrequest@pnca.edu*
- g) Care must be taken to follow these procedures to prevent serious injury and comply with the Oregon Health Authority Department of Public Health regulations, ORS 459.386 - 459.405, Minimum Requirements for the Management of Sharps Waste.*

SHARPS POLICY

4.2 HOW TO OBTAIN SHARPS CONTAINERS FOR MEDICAL CARE:

a) On campus resident students who regularly use hypodermic needles for medical care and must dispose of these needles can obtain sharps containers and proper procedures for handling sharps from the Facilities Department. When these containers are full, they must be returned to the Department of Facilities for proper disposal and new containers will be issued.

4.3 OW. MY EYE.

4.4 WHAT TO DO WHEN HYPODERMIC NEEDLES ARE FOUND:

a) When a hypodermic needle (improperly disposed of) is found on the campus, notify the Facilities Department or the Department of Campus Safety. They will pick it up, dispose of it properly, and investigate the incident.

4.5 WHAT TO DO IF YOU ARE INJURED WITH A HYPODERMIC NEEDLE:

- a) Immediately seek medical attention. Speak with Student Life to help facilitate transport to local medical clinic or hospital.*
- b) Report the incident to your supervisor and to the Department of Campus Safety or Facilities.*
- c) File a Notice of Injury Report*

Resources:

http://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact02.pdf

<http://www.osha.gov/SLTC/bloodbornepathogens/index.html/>

<https://www.oregon.gov/oha/ph/DiseasesConditions/CommunicableDisease/Pages/InfectiousWasteFAQ.aspx>

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 Associate Director of Student Life's 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.

Procedure

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 Associate Associate 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 Associate Director of Student Life in writing. The information contained in the notification letter will be kept in confidential files in the Associate Director of Student Life's 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:

- Associate Director of Student Life at 503-821-8925 or jseemayer@pnca.edu
- Academic Dean at 503-821-8960
- Campus Safety Manager 503-821-8920
- On-duty Campus Safety Officer 503-621-2061

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, Instagram, Tumblr, 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 can update their emergency phone contact in Self Service <https://reg.pnca.edu> on their My Profile tab.

- 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:

Jackson Seemayer, Associate Director of Student Life 503-821-8925 | jseemayer@pnca.edu

ANIMALS ON CAMPUS

Service Animals

Service animals as defined by Title II and Title III of ADA are permissible. Service animals can, but are not required to, register for an ID tag and to be listed on the registry (See Registration and Pre-Approval Process below). Registration makes it easier for faculty and staff to know to look for service animals in an emergency evacuation or other situation.

Title II and Title III of the ADA define Service Animals as: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA.

Pets/ Emotional Support or Assistance animals

All animals other than service animals must register and receive pre-approval from both the college and the instructor(s) in order to be allowed on campus. Animals are not permitted in any of the sculpture studios, Make+Think+Code labs, or the Albert Solheim Library at any time unless they are service animals. All approved animals must be leashed, well-behaved, and attended at all times. Animal owners are required to ensure that their animal is free from lice, fleas, ticks and any other pests. Animal owners are required to clean up after their animal and are responsible for damage done by their animal.

Registration and Pre-Approval Process

In order to register an animal and receive approval, the owner must provide documentation of current licensing and vaccines for the animal. Please deliver these documents to the Director of Legal Services, Cordelia Daniels, room 609A, or send these documents to cdaniels@pnca.edu. Owners must have approval prior to bringing the animal to campus. Approved animals will be issued a permit to be on campus, valid for one year. Owners must carry this permit whenever they have the animal on campus.

In addition to receiving approval from Legal Services, owners must receive permission to bring any animal to class from the relevant faculty member prior to bringing the animal to class. Faculty may deny this request for any reason, unless the animal is a service animal. It is the owner's responsibility to ensure they have all the necessary permissions prior to bringing their animal to campus.

Limitation

Animals that receive pre-approval may have that approval revoked if they show any aggressive or disruptive behaviors while on campus or fail to comply with any restrictions set out in this policy. The determination to revoke approval is made by Legal Services. Faculty may also revoke approval for the animal to attend their classes if they display aggressive or disruptive behaviors.

If you believe an animal has shown aggressive or disruptive behaviors or has otherwise violated this policy, please email Cordelia Daniels at cdaniels@pnca.edu with the name of the animal's owner (if known) and any other information that you have.

PHOTOGRAPHY

Throughout the year, PNCA documents and archives campus events, student art and design work, and student involvement in PNCA activities, so that we can use these photos and sometimes videos to tell the world about the good things we do at PNCA. The College reserves the right to photograph, reproduce, use, archive, and display art and design work produced by students enrolled in its academic programs and 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, although every effort is made to credit students for their works.

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

As the primary identifier for our brand, the PNCA wordmark ensures that our communications are recognized as being of the College and are backed by the reputation of the College. Because of this, it is essential that the wordmark is used consistently and conscientiously in accordance with our brand guidelines, available through the Communications Department.

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 Communications 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 Communications.



PNCA Directories

| | |
|--|-----|
| Reference Numbers | 169 |
| Undergraduate Department Chairs , Leads, And Directors | 170 |
| Graduate Program Chairs & Heads | 171 |
| Directory | 172 |

REFERENCE NUMBERS

Safety 1 503-621-2061

Safety 2 503-539-1192

Media Resource Center 503-821-8934

Curator 503-821-8969

Financial Aid 503-821-8971

Print Department 503-821-8885

Photo Department 503-821-8933

Reception 503-226-4391

Registration 503-821-8903

Student Accounts 503-821-8971

Library 503-821-8966

IT Helpdesk 503-821-8906

UNDERGRADUATE DEPARTMENT CHAIRS , LEADS, AND DIRECTORS

(FOR A COMPLETE LIST OF FACULTY, PLEASE VISIT <http://pnca.edu/faculty>)

ANIMATED ARTS

Rose Bond
rbond@pnca.edu

PAINTING

Morgan Walker
mwalker@pnca.edu

GRAPHIC DESIGN

Kristin Rogers Brown
krugersbrown@pnca.edu

PHOTOGRAPHY

Teresa Christiansen
tchristiansen@pnca.edu

FOUNDATION

Garrick Imatani
gimatani@pnca.edu

PRINTMAKING

Abra Ancliffe
aancliffe@pnca.edu

GENERAL FINE ARTS

Emily Ginsburg
eginsburg@pnca.edu

SCULPTURE

David Eckard
deckard@pnca.edu

ILLUSTRATION

Martin French
mfrench@pnca.edu

CREATIVE WRITING

Kristin Bradshaw
kbradshaw@pnca.edu

THESIS

Linda Kliewer
lkliewer@pnca.edu

INTERMEDIA

Emily Ginsburg
eginsburg@pnca.edu

VIDEO AND SOUND

Stephen Slappe
sslappe@pnca.edu

LIBERAL ARTS

Linda Wysong
lwysong@pnca.edu

GRADUATE PROGRAM CHAIRS & HEADS

FOR A COMPLETE LIST OF FACULTY, PLEASE VISIT <http://pnca.edu/faculty>

MA IN CRITICAL STUDIES

Shawna Lipton
slipton@pnca.edu

MFA IN APPLIED CRAFT AND DESIGN

Sara Huston
shuston@pnca.edu

MFA IN COLLABORATIVE DESIGN

MK Guth
mkguth@pnca.edu

MFA IN PRINT MEDIA

Matthew Letzelter
mletzelter@pnca.edu

MFA IN VISUAL STUDIES

MK Guth
mkguth@pnca.edu

MFA IN VISUAL STUDIES LOW-RESIDENCY

Aeron Bergman
abergman@pnca.edu

MFA IN CREATIVE WRITING LOW-RESIDENCY

Jay Ponteri
jponteri@pnca.edu

MFA PROGRAM COORDINATORS

Erin Dengerink
edengerink@pnca.edu

Hannah Newman
hnewman@pnca.edu

DIRECTORY

Admissions/Enrollment

503-821-8972

Director of Admissions

503-821-8973

Graduate Admissions Office Coordinator

503-821-8975

Academic Affairs/BFA

503-821-8891

ArtHouse

503-467-4909

BridgeLab Career Center

503-821-8937

Accounts Payable Office

503-821-8915

Communications

971-242-3862

Continuing Education

503-821-8967

Curator

503-821-8969

Development/Advancement

503-821-8886

Counseling Office

503-821-8936

Events Coordinator

503-821-8961

Facilities & Maintenance Office

971-242-3882

Facilities Manager

971-242-3857

Financial Aid

503-821-8971

Human Resources

503-821-8943

Information Technology

503-821-8916

Information Technology Help Desk

503-821-8906

International Studies

503-821-8888

Library

503-821-8966

Mental Health Counselor

503-821-8936

Media Resource Center

503-821-8906

Photo Office

503-821-8933

Print Office

503-821-8885

President's Office

503-821-8881

Registration

503-821-8903

Safety 1

503-621-2061

Safety 2

503-539-1192

Student Accounts

503-821-8974

Student Life

503-821-8902

