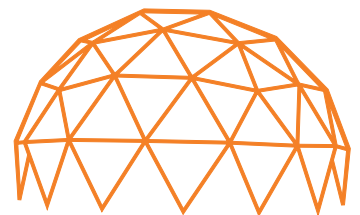


# STUDENT HANDBOOK

*On-Ground*  
2010-2011





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This Student Handbook is a guide to on-ground students' rights, responsibilities, and resources. As members of the RMCAD community, all on-ground students are responsible for reading, understanding, and adhering to the policies and procedures listed in this Student Handbook. The RMCAD Student Handbook serves as a companion to the RMCAD College Catalog, which details academic policies and procedures. The policies, regulations, procedures and fees published in the Student Handbook are subject to change without prior notice. The College reserves the right to change the regulations, policies, fees, and any other requirements stated herein. It is not assumed that the information presented in this Student Handbook is complete or designed to serve indefinitely. Additions and amendments will be made as changes in circumstances and practices may dictate. This Student Handbook replaces and supersedes all on-ground Student Handbooks previously issued by Rocky Mountain College of Art + Design.

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## COLLEGE MISSION STATEMENT

Rocky Mountain College of Art + Design offers exceptional undergraduate degree programs, and aspires to offer exceptional graduate degree programs, which inspire the individual artistic and creative development of professional artists, designers and scholars to become future leaders and educators. RMCAD is committed to promoting excellence through a diverse education that is innovative, professionally oriented, globally aware, and socially and environmentally responsible.

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## VISION

Rocky Mountain College of Art + Design is a regionally and nationally accredited institution for higher learning, with a long-standing tradition of excellence in education. RMCAD aspires to be an internationally-acclaimed global center for creativity and innovation.

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## VALUES

- A shared passion for supporting creative and innovative solutions
- A philosophy that focuses on each student's unique potential
- A faculty of professional artists, designers and educators
- A culture of assessment that promotes excellence in teaching and learning
- Respect for the individual, community and the environment
- Enthusiasm, research, scholarship and discovery, as keys to promoting a life of learning
- A vibrant and supportive campus community
- A commitment to environmental responsibility

### Accreditation

RMCAD has achieved the highest level of accreditation attainable. The College is regionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) and nationally accredited by the National Association of Schools of Art and Design (NASAD). RMCAD's on-ground Interior Design program is accredited by the Council for Interior Design Accreditation, formerly known as FIDER, and the Art Education Program leading to the BFA is approved by the Colorado Department of Higher Education and the Colorado Department of Education.

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## STUDENT RIGHT-TO-KNOW INFORMATION

Rocky Mountain College of Art + Design complies with the federal legislation known as the Student Right-To-Know Act. The following list provides an overview of the information that institutions are required by law to provide to current and prospective students and interested parties. Much of the information is contained in this student handbook or on the website, with links to sections that contain more specific information. If you would like to receive a paper copy of any of the following information please contact the Dean of Students at 303.753.6046.

- Accreditation and Licensing
- Alcohol and Drugs
- Campus Security Report
- Degree Programs
- Disability Services
- Educational Costs
- Rights with Respect to your Educational Records (FERPA)
- Financial Aid
- Graduation Rate
- Refund Policy
- Withdrawal Policy and Procedures

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## SECTION 1: GENERAL COLLEGE POLICIES

### 1.1 ADDRESS CHANGE

It is the student's responsibility to update any change of name, address, telephone number or billing address by notifying the Registrar's Office as soon as possible. Students may make these changes via the student portal.

### 1.2 ALCOHOL/DRUG ABUSE PREVENTION

RMCAD is committed to creating and maintaining an environment that fosters responsible attitudes and behaviors. In recognition of this commitment and by upholding federal, state and local mandates, as well as College policies, the College prohibits persons under the age of 21 from possessing or consuming alcohol on campus or at College events and actively discourages persons 21 and over from abusing alcohol. The following are prohibited on campus or at College functions held off campus:

The unlawful manufacture, distribution, sale, purchase or use of a controlled substance (alcohol or illegal drugs), or legal drugs used illegally.

The manufacture, distribution, sale, purchase or use of marijuana of any kind, nature or description used for medicinal purposes.

Verbal threats or disruptive, disorderly or threatening behavior while under the influence of alcohol or drugs.

Being in an intoxicated condition.

The unauthorized manufacture, distribution, sale, purchase or use of a controlled substance while in classrooms, studio spaces or on campus grounds.

### **1.2.A College Sponsored Events Held Off Campus, Where Alcohol May Be Served**

The College sponsors social, cultural and educational programs for students as well as curricular and co-curricular field trips to events where alcohol may be served legally by the venue (community events, galleries, entertainment venues, etc.). The College requires students to adhere to College policies and state, local and federal law. Behavior at these events which is irresponsible or which poses a threat to health or safety of the student or others will be subject to disciplinary action and addressed through the College's conduct process. Additionally, faculty or staff chaperones have the authority to require students to refrain from use while participating in the event.

### **1.2.B Disciplinary Sanctions Related To Alcohol Or Other Drugs**

The College will impose disciplinary sanctions on students who violate the College policy. Violations will be addressed through the College's conduct process. Sanctions may include: warning, probation, fines, loss of privileges, suspension, or expulsion and referral for prosecution. Violations of the College policy by employees may result in warning, termination and referral for prosecution. The College may require completion of a rehabilitation program as part of a disciplinary sanction.

### **1.2.C Legal Sanctions Related To Alcohol Or Other Drugs**

The acquisition, possession, transportation and consumption of alcoholic beverages are governed by statutes of the state of Colorado, regulations of the Colorado Liquor Enforcement Code, and federal regulations. Applicable laws are available for examination in the Liquor Enforcement Division of the Department of Revenue and the Division of Highway Safety offices.

#### **Important legal provisions include:**

The minimum age in Colorado for the purpose of purchase, consumption or possession of alcoholic beverages is 21 years. It is illegal to furnish or serve alcoholic beverages to any person under 21.

Local law prohibits carrying or consuming alcoholic beverages in open containers while operating a motor vehicle, regardless of age.

No group that is not licensed by the Liquor Enforcement Division, Department of Revenue, may sell alcoholic beverages. Driving under the influence of alcohol is illegal. Driving under the influence of legal drugs if they impair the ability to operate a motor vehicle is illegal.

Driving under the influence of illegal drugs is illegal.

### **1.2.D Health Risks Associated With Use Of Controlled Substances**

Alcohol abuse and drug use problems have become a national health concern. Both alcohol and drugs are chemicals, and potentially harmful to a person. Some of the health risks associated with alcohol and drugs are specified in the list below. In order to obtain additional information about health risks associated with the use of controlled substances, you may contact the Dean of Students, a College Counselor, or community, state and federal agencies and organizations. Risks include:

1. Slowing down of brain function, judgment, alertness, coordination and reflexes.

2. Attitude and/or behavioral changes such as uncharacteristic hostility, or increased risk taking such as driving recklessly. Alcohol taken with other drugs can intensify the drug's effects; alter the desired effect of the drug; and cause nausea, sweating, severe headache and convulsions.

3. Addiction or chemical dependency.

4. Memory blackout.

### **1.2.E Resources And Programs**

The problems associated with abuse of alcohol and drugs are preventable and treatable. The College is concerned about students' physical and mental health and welfare. Treatment settings may vary from an individual outpatient setting to a therapeutic inpatient community. Medical attention may be necessary to address acute and chronic, mild and/or potentially fatal complications of substance abuse. In order to assist students with alcohol and drug counseling, treatment, and assistance, the College provides information on available resources through the Dean of Students and the Counseling Office. Students are also encouraged to make an appointment with the Counseling Office to discuss treatment and additional community resources.

### **1.3 ATTIRE**

Shoes and shirts must be worn at all times. Shoes with wheels may not be worn in any part of the College.

### **1.4 BICYCLES**

Bicycles are not permitted inside College buildings. The College encourages those who bring bicycles to campus to lock them on the racks provided.

### **1.5 CONFLICT RESOLUTION**

RMCAD is committed to providing the best possible educational environment for its students. We encourage an open and frank atmosphere in which any conflict, complaint, suggestion or question receives a timely response from RMCAD staff and/or faculty.

RMCAD strives to ensure fair and honest treatment of students. Students, faculty and staff are expected to treat each other with mutual respect at all times. When students have issues of concern that do not fall under the discrimination or harassment policies or the grade appeal procedure in the Student Handbook, they should follow the Conflict Resolution procedure to resolve any other issues that occur between them and the faculty or staff of the College.

Please see the non-discrimination or harassment policy for issues that are appropriate for those policies. The student conduct process is used for certain other issues for which this policy is not appropriate. Students will not be penalized, formally or informally, for voicing a complaint with RMCAD in a reasonable and appropriate manner, or for using the conflict resolution procedure.

### 1.5.A Conflict Resolution Procedure

If a situation occurs when a student believes they have been treated unfairly or a decision affecting them is unjust or inequitable, they are encouraged to do the following.

1. The student presents the concern to the faculty or staff member with which the issue is of concern, after the incident occurs. If the faculty or staff member is unavailable or the student believes it would be inappropriate to contact that person, then the student should present the conflict to the Dean of Students or to an Academic Dean (for faculty issues) or to Human Resources (for staff issues).
2. Students may present the issue to the Dean of Students at any time.
3. Whichever party is contacted - the Dean of Students, the Academic Dean or Human Resources - would then apprise the other of the situation.
4. If the issue of concern is with a faculty member, then the Academic Dean will bring the issue to the Department Chair and notify Human Resources of the concern. Human Resources will work with the faculty member, Department Chair and Academic Dean as needed to resolve the issue. The Dean of Students will be kept apprised of the progress and involved on an as-needed basis to best resolve the issue.
5. If the issue of concern is with a staff member, then Human Resources will apprise the staff member's supervisor of the situation and work through the situation with the staff member and the supervisor as needed. The Dean of Students will be kept apprised of the progress and involved in an as-needed basis to best resolve the issue.

Not every conflict can be resolved to everyone's total satisfaction, but only through understanding, open communication and discussion of mutual conflicts can students, faculty and staff develop confidence in each other. This confidence is important to the operation of an efficient and harmonious educational environment.

### 1.6 DISCRIMINATION

RMCAD is committed to creating and maintaining a community in which all members can work and learn together in an atmosphere free of unlawful discrimination. Discrimination on the basis of race, color, national origin, gender, age, disability, creed, religion, veteran status or sexual orientation is not tolerated. The College reserves the right to take all necessary and appropriate action to prevent, correct and, if necessary, discipline individuals engaging in unlawful discrimination. Complaints of discriminatory behavior by employees (faculty and staff) should be reported to the Director of Human Resources, who will determine the appropriate next step for investigation and resolution. Complaints of discriminatory behavior by students should be reported the Dean of Students, who will initiate the appropriate student discipline process to address the complaint.

### 1.7 EMERGENCIES

Any member of the RMCAD community encountering an emergency situation should call the appropriate authorities immediately. Dial 9-911 from any campus phone for police, paramedics, fire or other emergency service referrals. Also contact the Information Desk (dial 0 from any campus phone) to apprise staff of the nature of the emergency situation.

### 1.7.A Action And Authority

In the event of an unforeseen emergency situation or disaster, it is imperative that all persons adhere to guidelines and instructions for the safest response. All RMCAD classrooms and administrative buildings are equipped with instructions on how to proceed in a variety of emergency situations. Faculty, who are acting on behalf of the College, serve as the authority on response action within a classroom setting until the appropriate community emergency response unit has arrived on the scene. In the interest of safety, all students are expected to comply with instructions given from faculty, College staff or emergency response units.

### 1.7.B Transportation

#### Ambulance

- a. Any student, staff, faculty member or campus visitor may call for an ambulance to respond to an emergency situation.
- b. The Information Desk (dial 0 from a campus phone) should be notified when a call for an ambulance is made, or to assist in calling for an emergency vehicle.
- c. The College reserves the right to initiate a call for an ambulance on the campus or at College events held off campus.
- d. Individuals refusing ambulance transportation to a medical facility will be responsible for their decision. The College does not assume responsibility for consequences resulting from refusal of ambulance transportation.
- e. Individuals refusing ambulance transportation are responsible for their own transportation to a medical facility.
- f. The College may require individuals refusing ambulance transportation to vacate the premises until appropriate medical treatment is sought.
- g. The College will not assume payment for ambulance transportation.

#### Automobile

- a. Individuals are responsible for providing their own transportation to medical facilities.

### 1.8 EMERGENCY CLOSINGS

Notices of campus closures will be placed on the College's website. In the event that inclement weather, power/utility failure, fire, flood or some other "Act of God" keeps the College from operating, the College's website and voice mail recording will be updated to reflect closures. Students are encouraged to call the campus, (303) 753.6046, and check the website for updates.

### 1.9 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights apply to students who are in attendance at RMCAD, as well as former students. Students are "in attendance" the day they first attend a class.

#### These rights include:

1. The right to inspect and review education records within 45 days of the date the College receives a request for access.

Students should submit written requests to the Office of the Registrar that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of their education records if the student believes them to be inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

**EXCEPTION 1:** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit 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 Trustees or the Board of Directors; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks.

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.

**EXCEPTION 2:** Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

**EXCEPTION 3:** Rocky Mountain College of Art + Design may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents are required to submit a copy of their most recently filed federal income tax return. Copies must include the signature of one or both parents and the student's name must be indicated as a dependent on the return. A new release will be required each term.

**EXCEPTION 4:** In accordance with FERPA, the College will disclose to third parties information from the educational records of a student provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of the student or other individuals."

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## What is DIRECTORY INFORMATION?

Under the terms of FERPA (section 99.37) "an educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency of institution of:

1. The types of personally identifiable information that the agency or institution has designated as directory information;

2. A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information."

Rocky Mountain College of Art + Design has established the following as directory information:

1. Student's name

2. Student's address

3. Student's phone number

4. Dates of attendance

5. Academic class

6. Photographs

7. Email address

8. Previous institutions attended

9. Number of credit hours enrolled for

10. Hometown

11. Major field of study

12. Awards

13. Honors

14. Degree(s) conferred

15. Name of student's academic advisor

16. Full-time/part-time status

17. Past and present participation in officially recognized sports and activities

## PLEASE NOTE:

Students are given the opportunity to restrict directory information. As a result, it is RMCAD practice not to release any information, directory or non-directory, without first checking with the Office of the Registrar.

The student should carefully consider the consequences of any decision to withhold directory information. Regardless of the effect upon a student, RMCAD assumes no liability that may arise out of its compliance with a request that such information be withheld.

It will be assumed that the failure on the part of a student to request the withholding of directory information indicates the student's consent to disclosure.

College personnel may use a student's records only in conducting their normal business. They may not disclose non-directory information to third parties without written consent from the student.

Financial aid providers and auditors may see student records only to determine and enforce the terms of financial aid.

In the case of an emergency, confidential records may be released to protect health and safety of students and others.

### **1.10 FIREARMS, EXPLOSIVES, WEAPONS**

Possession of firearms, explosives or other weapons, and unauthorized use of dangerous chemicals or substances on College premises, is prohibited. Possession of weapons, including concealed weapons for which a permit has been obtained, is prohibited on RMCAD premises. This includes parking lots, off campus at College events or while representing the College.

### **1.11 GAMBLING**

Gambling, for money or stakes, is not permitted on College premises or off campus at College events. Using College owned or controlled technology equipment for gambling is prohibited.

### **1.12 HEALTH HAZARDS IN THE ARTS**

Health hazards are inherent in some art-making processes. Students should be aware of the health hazards involved in the use of certain art materials and take measures to protect themselves from hazardous materials. Information on specific artist materials can be found at <http://www.ci.tucson.az.us/arthazards/medium.html>. Studio coordinators maintain and update Material Safety Data Sheets (MSDS) for substances and materials that are used on campus. For all other substances, students must provide the Instructor with a MSDS for any material or substance that the student brings on campus. These sheets describe the health hazards as well as recommended safety precautions for each substance.

### **1.13 PARENT AND GUARDIAN INFORMATION/ STUDENTS' PRIVACY**

Rocky Mountain College of Art + Design is committed to protecting the privacy rights of its students, and communicates directly with students on matters that affect their college careers.

The Federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. FERPA requires that the College not release protected information, including grades and other academic records, to a third party, including parents or guardians, without the student's written and specific permission. In addition, RMCAD policy requires that both the College and parents or guardians communicate with students directly, rather than through intermediaries.

Sometimes parents or guardians have concerns about their student. In such cases, RMCAD personnel may discuss general policies and procedures, as well as suggest questions they may wish to ask their student. RMCAD personnel can also let the student know of the concern.

If parents or guardians have questions or concerns about a student's academic record they should contact the Director of Academic Advising or the Registrar; College policy precludes parents or guardians communicating directly with members of the faculty or Department Chairs. Questions about financial concerns should be addressed to the Financial Aid Office or the Business Office. Other questions about a student's life and progress at RMCAD should be directed to the Dean of Students.

### **1.14 PARKING**

Free student parking is provided at RMCAD in the designated student parking lot. Students may only park in the areas designated for students.

All student vehicles must display a valid RMCAD student parking hang tag on their rear view mirror. Student parking hang tags will be a different color each academic year and expire on August 31 of each year.

Students must stop by the Information Desk in the Texas Building during the first week of each fall term, or the term in which they begin at RMCAD, to complete a vehicle registration form and to pick up their RMCAD student parking hang tag. It is the student's responsibility to update their vehicle record when they change vehicles. Students may register up to two vehicles.

Vehicles not displaying a valid parking hang tag after the first week of the term may be ticketed. A parking ticket represents a violation of the RMCAD parking policy and will be added to the student's bill. Multiple unpaid parking tickets may result in the student's account being placed on administrative hold for non-payment.

To dispute a parking ticket, students must obtain a Parking Ticket Appeal Form at the Texas Building Information Desk. A decision will be communicated by email to the student's RMCAD email address.

Vehicles with multiple unpaid parking tickets are subject to towing. The vehicle may be towed off campus at the owner's expense by a third party towing company.

Parking areas designated as "reserved" or "faculty/staff" are reserved for faculty and staff only. RMCAD visitor parking areas are also off limits for student parking. Work Study participants do not qualify for parking in faculty/staff lots.

It is the student's responsibility to register any vehicle that they drive onto the RMCAD campus. Temporary, date-specific "visitor" hang tags are available for RMCAD guests. RMCAD visitors should pick up and display a date-specific visitor parking hang tag at the Texas Building Information Desk when they arrive on campus and sign in. Visitors to the Philip J. Steele Gallery and the Rotunda will receive special visitor hang tags that are valid for that lot only.

Any vehicle parked in the fire lanes may be towed by the City of Lakewood. Any vehicle parked in handicapped spaces not displaying a handicapped placard or plate may be ticketed by the City of Lakewood.

Student vehicles that are parked in faculty/staff, visitor and no parking zones may be ticketed by RMCAD. There is additional parking in the overflow lot, located on the south side of the fence beside the student lot.

### **1.15 PETS**

For health and safety reasons, pets of any kind are prohibited on College property. Service animals that are individually trained to perform tasks for people with disabilities are permitted.

### **1.16 PUBLICATION**

Artwork and projects created by students as part of a course of study at RMCAD are done for educational purposes and represent both the student's ideas and the influence of the College's faculty. The College reserves the right to display, retain, and reproduce any student work for exhibition, publication, or any other purpose, without the student's consent, for an indefinite period of time. Throughout the year, the College also photographs campus activities for publication and public relations purposes. Students who do not wish to have their photographs published must notify the Office of the Registrar in writing.

## 1.17 RECORDING OF CONVERSATIONS OR IMAGES

The tape, video or digital recording of any conversations, including those in person or otherwise, that occur between faculty, staff, students or visitors to the College, is prohibited unless all parties agree to the recording. The use of electronic devices (such as cell phones) for the purpose of photographing images or people is prohibited without the person's prior consent. Utilizing these devices in a manner which violates the academic integrity policy is prohibited. Photographing individuals in secured and/or private areas is prohibited.

## 1.18 SOLICITATION

In order to preserve the integrity and enhance the mission of the College, this policy has been developed to clarify and provide guidelines for any activities that may be interpreted as solicitation on campus.

As used in this handbook, solicitation is defined as any form of communication or distribution of material that is a request to buy, sell or rent anything; a request for a gift or contribution; any form of political campaigning; or an appeal to support or join an organization other than an officially recognized College organization.

Officially recognized College organizations include those that have been approved by the Student Government (SG); those that are a department within the College; the Alumni Association; the Philip J. Steele Arts Education Foundation; and those professional organizations that are recognized and supported by a specific academic department. Only officially recognized College organizations may solicit on campus for causes that advance the mission of the College as a whole, support their own activities or support specific charitable community events. All solicitation materials must be approved by the Marketing Department and clearly indicate which officially recognized College organization is supporting that cause or event.

Organizations with a mission and purpose related to the visual or performing arts may request that their events be advertised at RMCAD. The event must be related to and support education in the arts. These organizations must request approval from the Marketing Department.

Members of the campus community may request that items that they have for sale, lease or rent be advertised only on specific College bulletin boards designated for this purpose.

The College reserves the right to monitor and remove postings or other forms of solicitation which do not comply with the parameters listed here, or at the discretion of the Marketing Department.

## 1.19 STUDENT EXPRESSION

As a community dedicated to visual art and design, RMCAD places great value on free expression and discourse. Through its curriculum and related programs, the College seeks to create an atmosphere that encourages and supports intellectual and artistic freedom; both outside of the classroom and gallery setting as well as within. Therefore it is the purpose of this policy to provide a guiding framework for student expression outside of the classroom and gallery setting, where the capacity of faculty and staff to maintain direct oversight is lessened.

To this end, the College fosters ongoing discussion about the larger ethical and legal issues related to artistic and creative expression, and looks to resolve conflicts over the application of this and any related policy through established resolution procedures outlined in this section. The College seeks to balance individual freedom of expression with the need to maintain a safe, secure and productive community that is conducive to fulfilling its educational mission.

RMCAD and the members of its community recognize their shared obligation and commitment to:

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

Adhere to federal, state and local laws, as well as College policy.

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

Students must be guided by these values and principles at all times. The College has the educational duty to interpret and apply this policy on behalf of the RMCAD community.

### 1.19.A Demonstrations

RMCAD, as an educational institution, strongly supports the tenets of free speech by all members of the College community. Students are free to express opinions publicly and privately so long as the expression does not disrupt classes, special events or other normal functions of the College and surrounding community. RMCAD strives to promote intellectual and artistic inquiry and exchange in a respectful and civil manner. The safety of all demonstration participants, College community members and other involved persons is of the utmost importance.

Students may not demonstrate during any special events. Demonstrators may not threaten or inflict harm or violence to themselves or others; may not make personal physical, verbal or emotional attacks on members of the RMCAD community; and may not conceal their identity. Demonstrations may not inflict damage to College or personal property. Participation is limited only to current members of the RMCAD community.

When expected participation exceeds 20 people, the demonstration organizers are responsible for notifying the Dean of Students in advance so that appropriate safety precautions can be taken.

### 1.19.B Art, Installations and Performance Art In Public Space

Student work that is created in or for a RMCAD class must be displayed or installed according to the Department Chairs' direction. Students wishing to display work that is not assigned for a specific class must adhere to the guidelines outlined herein and have faculty input or approval from an appropriate administrator.

Public space is defined as any space on the RMCAD campus - inside or outside of buildings - that is not contained as classroom, student studio or gallery space. This includes, but is not limited to, hallways not designated for a specific department; space within buildings not designated for classes, restrooms, lounges, fields and grounds; building exteriors; the Café; the network and shared computer systems; and parking lots.

Students are reminded that they are required to comply with all RMCAD policies included in this handbook at all times. We remind students that public space is shared by all College students, faculty and staff. Additionally, public space is used by guests of the College and outside community members. For this reason, work displayed in public space must be appropriate for a diverse audience.

As such, the following are not permitted in public spaces: profane language; pornography; violence or work depicting violence; physical, verbal or emotional attacks on members of the RMCAD community; work that victimizes individuals or groups based on gender, race, ability, sexual orientation or religion; or work that could be perceived as harassing or hostile. Additionally, work is not permitted in public space which exposes others to hazardous or offensive materials or creates a disruption or disturbance to normal College functions.

The College reserves the right to regulate work displayed in public space and remove work at the discretion of the institution. Student work may also be subject to disciplinary action for any violations of the Student Code of Conduct outlined later in this handbook.

All interior and exterior installations that are not part of a RMCAD class, or installations or art that may be placed on buildings or on the grounds, must be approved by the Gallery Director for health and safety purposes. All installations must meet ADA regulations. The Gallery Director will provide the approval form to interested students for all installations held in public space on campus.

## **1.20 PUBLICITY, POSTING AND LITERATURE DISTRIBUTION**

RMCAD requires that posting of promotional materials (poster, fliers, etc.) and/or distribution of literature on campus conform to the following guidelines:

1. Notices posted in RMCAD buildings may promote RMCAD sponsored activities, educational opportunities and employment only.
2. Notices promoting the sale of goods or property, or services that compete with the College, are not permitted.
3. Notices of "general student interest" (e.g., room for rent, bicycle for sale, etc.) may be posted on the bulletin boards near the student lounge and/or near the Café.
4. Notices must be posted on bulletin boards only and a limit of one notice per bulletin board is permitted. Notices are not to be taped or tacked on doors, mirrors, elevators, painted walls, fire escapes, windows, fences, lamp posts or trees.
5. Notices are not to be left on desks, on the front desk counter or affixed to vehicles parked on RMCAD premises.
6. All notices must be removed by the posting organization/department within 24 hours after a scheduled event, with the exception of weekend events. In the case of weekend event, the notices must be removed by 5 pm on Monday.
7. Notices that are defaced may be removed from bulletin boards at the discretion of staff or faculty.
8. The sponsoring organization/department assumes the responsibility that all its notices will be posted and removed according to these regulations. Notices must clearly state the name of the sponsoring organization/department.
9. Posters, fliers or emails advertising any activities at bars, restaurants or other establishments serving alcohol are not allowed to be posted on campus; unless it is an event sponsored by a club or organization and the event is recognized by the College.
10. Distribution of handbills, newspapers, fliers or publications not produced by RMCAD is not allowed on campus unless prior permission is given by the Vice President of Marketing.

RMCAD reserves the right to remove any items not in keeping with the institution's goals, philosophies, or policies and procedures. Questions about this policy should be directed to the Vice President of Marketing.

## **1.21 SEXUAL HARASSMENT**

RMCAD's ability to achieve its mission and provide quality educational services is dependent on the cooperative efforts of its staff, faculty and students. For cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect, is essential. It is imperative that members of the RMCAD community be able to pursue their scholarly, creative and occupational endeavors in reliance on those common attributes. That atmosphere is damaged whenever the expectation of trust and common interest is abused in pursuit of personal interests that are not in concert with the interests of the College or the best interests of co-workers and fellow students.

Sexual harassment violates these common expectations and is unprofessional, illegal and unethical. RMCAD prohibits such conduct by any person, organization or entity which partakes of the benefits or privileges of this institution.

Sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, receipt of services or educational advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive working, educational or living environment.

Any person or entity who engages in sexual harassment will be subject to discipline or sanction, in accordance with the policies and procedures of the institution.

Students are required, as a condition of their enrollment at or participation in activities of RMCAD, to abide by this policy statement and prohibitions against sexual misconduct contained in the Student Code of Conduct. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at RMCAD. Students are encouraged to report incidents of sexual harassment to the Dean of Students.

Individuals who believe they have been the subject of sexual harassment may obtain redress through the established procedures of the College. Complaints about sexual harassment will be responded to promptly. Confidentiality will be provided to the extent possible.

Clubs, associations and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges afforded by the College are required to abide by this policy in the conduct of their College-related programs and activities.

## **1.22 SMOKING**

Smoking is prohibited in RMCAD buildings. The campus has several designated smoking areas where smoking is permitted. Smoking on campus anywhere outside of the designated smoking areas is prohibited.

## **1.23 STUDENT WORK**

Upon departing RMCAD, a student is expected to pick up all work. Work that is not removed within 7 days becomes the property of RMCAD and may be discarded.

## 1.24 TELEPHONE MESSAGES

The staff at the Information Desk will take messages if calls are received for students and then will attempt to reach the student through the RMCAD email system. Only in emergency situations will staff attempt to locate students on campus.

## 1.25 VISITORS

All visitors to campus must register at the Information desk in the Texas Building. Visitors wishing to park on campus must comply with the visitor parking policy (see section 1.14 of this handbook). Students hosting visitors on campus take responsibility for the actions and conduct of their guests.

# SECTION 2: STUDENT SERVICES + CAMPUS RESOURCES

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## 2.1 BOOKS + SUPPLIES

### 2.1.A Rmcad Bookstore Website

Beginning in Fall 2010, students will be able to purchase textbooks from the RMCAD bookstore website ([bookstore.rmcad.edu](http://bookstore.rmcad.edu)), which is also accessible via link from the student portal. In compliance with new federal regulations, course registration information will also include each course's required book list (title, edition, ISBN and average retail price). The bookstore website is open 24 hours a day, 7 days a week, and books are shipped directly to the student or to the address of the student's choice. Visit [bookstore.rmcad.edu](http://bookstore.rmcad.edu) to view the required books for each course and the inventory availability. Some editions are available in new, used or e-book versions, on a first-come, first-served basis.

A portion of a student's financial aid can be allocated as a bookstore voucher in anticipation of their book order. Written authorization will need to be given to the Financial Aid Department. The bookstore website offers a "buy-back" program, whereby certain textbooks that have been purchased may be bought back as used books for a limited time at the end of each term. Funds are returned to the student by check or PayPal (their choice) regardless of how the book was purchased.

### 2.1.B On-Campus Supply Store

The on-campus Supply Store carries the majority of supplies necessary for classes. The store coordinator will be glad to assist students with any questions regarding art supplies. Some items not carried in the store may be special ordered. A 75% deposit is required for all special orders.

The on-campus Supply Store also offers mat cutting and shrink-wrapping for the display of student artwork for class assignments or personal use. Assistance with these resources is available. Pricing is determined by the scale of artwork and materials used. Services are available during regular business hours.

The on-campus Supply Store accepts the following forms of payment: cash; personal checks from enrolled students in good standing; prepaid gift certificates; and MasterCard, Visa, Discover or American Express. Prepaid Student Store Accounts are also available. For details, contact the Student Accounts Coordinator.

Instructors will inform students of additional materials needed for projects or assignments and labs. The hours of operation are posted outside the Supply Store.

## 2.1.C Books And Supplies Only - Return + Refund Policy

Textbooks: Full refunds are available within the first two weeks of classes for unopened and undamaged books ordered and purchased from the bookstore website. Shipping charges for returned books are the student's responsibility. Refunds will be returned via the same method as the original payment. Please review the bookstore website for specific refund details.

Non-course related merchandise purchased in the on-campus Supply Store: A one week return period applies for clothing and other non-course related merchandise, with a receipt. All merchandise must be in original condition. Any damage to the merchandise not noted on the receipt is considered the responsibility of the customer, and voids the eligibility for refund. Items sold "as is" are not eligible for refund.

## 2.2 CAREER + ALUMNI SERVICES

The Office of Career + Alumni Services assists students and graduates with career development and job search strategies. The Office promotes student and graduate alliances with art-related businesses and organizations, and provides employment contacts as a resource for career seeking individuals. The Office maintains information on employers, fine art resources and job search materials.

An important function of the Career + Alumni Services Office is to provide assistance to students in search of part-time work. The Career + Alumni Services Office posts a weekly list that includes a variety of part-time jobs as well as freelance and internship opportunities. All job listings must be approved by the Career + Alumni Services Office prior to placement in the weekly list. The Office does not screen job referrals. Students are responsible for using good business practices for their own protection. Students who secure work through the weekly list or other resources provided by the Office of Career + Alumni Services should inform the Director of their job placement.

Students may begin their career development early by meeting with an advisor in the Career + Alumni Services Office and attending events such as gallery exhibitions and visiting artist talks, and by researching various art-related careers. Before graduation, students may participate in professional development workshops, internships, goal setting, networking events, interviews, alumni presentations and a Graduation Exhibition.

Although the College does not guarantee job placement, tremendous efforts are made to assist our graduates seeking employment. Some programs of study require 2-3 credit internships. Please refer to the Registration section of this handbook for related procedures.

The Career + Alumni Services Office also coordinates the Alumni Association and its activities. An alumni newsletter, receptions and an alumni database provide networking opportunities for students and alumni.

In addition to part-time employment, some on-campus job opportunities are available at the College. Interested students should see the Financial Aid Office to determine if they are eligible for a Work Study position.

## 2.3 COMMENCEMENT

The College holds Commencement Exercises following each academic term to celebrate the accomplishments of graduating seniors. Participation in the ceremony is optional, but strongly recommended. All graduates must meet the criteria for graduation (section 4.8 of this handbook).

The College has several traditions on graduation day. Please check the schedule of events on the RMCAD website for Alumni Association sponsored activities. Student participants are required to wear the designated cap and gown and applicable honors cord. The College reserves the right to charge a commencement fee to participants. All graduates receive a standard number of invitations for the Graduation Exhibition/ Commencement Exercise and tickets for the ceremony based on the size of the class and the number of seats available. Graduating students are required to participate in several meetings relating to their graduation. Graduating seniors must regularly check their RMCAD email account for detailed information pertaining to their graduation and commencement.

## **2.4 COUNSELING**

The College offers personal counseling to students on campus. Counseling is confidential, free of charge and provided by licensed professionals. Services include counseling for victims of sex offenses. The Dean of Students and the Counseling Office can refer students to external mental health facilities. Students should call the Counseling office to make an appointment.

## **2.5 DISABILITY SERVICES**

In compliance with the Americans with Disabilities Act, (ADA) the College affirms its commitment to seek to achieve reasonable accommodations for students who have documented disabilities. Prior to admission acceptance, the College will provide general information upon request. Once enrolled, students are responsible for initiating a request for accommodations by disclosing their disability to the Student Disability Services Coordinator and providing the required supporting documentation. The Student Disability Services Coordinator will provide additional information to students requesting accommodations, such as standards for required documentation and specific policies regarding use of accommodations. An individual's needs must be communicated to the Student Disability Services Coordinator before accommodations will be made.

## **2.6 EMAIL**

All students are assigned a RMCAD email account. Official College communication is conducted via the RMCAD email system, and students are required to check and use their RMCAD email account regularly. RMCAD email is accessible from the RMCAD website.

Each student is included in the RMCAD "Student Body" email list and in the appropriate major department list. Email addresses are the first initial of the first name and the complete last name, except in cases which would result in duplication. Assigned passwords are the last six digits of each student's ID number. Students should not correspond with faculty or administration using email accounts other than RMCAD's.

Students should not ever give out a username or password via email. The RMCAD IT Department will never ask for this information via email. Students who are unable to use or are not receiving RMCAD email should contact the TechBar immediately. RMCAD reserves the right to monitor emails for troubleshooting and violations of College policy, and by request from law enforcement.

## **2.7 FOOD BANK**

The College operates a food bank for all enrolled students. Students may select up to 10 items a week. Food items are free and the service is confidential. Students needing access to the Food Bank should see the Dean of Students or Director of Student Activities.

## **2.8 GALLERIES**

Rocky Mountain College of Art + Design maintains three gallery spaces on campus, which provide the continuous display of diverse artwork for students, faculty, staff and the public. The Philip J. Steele Gallery is located in the historic Mary Harris Auditorium Building on the east end of the RMCAD campus. The gallery features year-round exhibitions that enhance classroom learning experiences in all fields of study. Exhibitions range from internationally renowned artists to a mix of student and faculty work. Educational programs including gallery talks, slide presentations and panel discussions accompany many of the exhibitions. These presentations give students a look at the process and philosophy behind the work.

These programs are open to RMCAD students, the regional art community and the general public.

The Philip J. Steele Gallery is open Monday-Saturday, 11 - 4 pm, except on major holidays and during school breaks. Hours during the summer term are subject to change - please phone ahead to confirm. No admission is charged and group tours are available if arranged in advance.

RMCAD has two additional galleries on campus. The Rude Gallery is located at the top of the stairs in the Rude building. This petite gallery showcases installations as well as small works. The third place to find rotating exhibitions on campus is the Alumni Gallery. The Alumni Gallery is located in the Texas building lobby. This gallery exhibits the exemplary talent that springs from RMCAD.

Students and graduates are encouraged to apply for exhibition space in RMCAD galleries. You can find the submission guidelines online on the College's website. The Gallery Director is available to provide additional information about any of the College's gallery spaces or to answer questions.

## **2.9 HEALTH INSURANCE/MEDICAL SERVICES**

RMCAD requires that all students enrolled in nine or more on-ground credits carry medical insurance coverage. Unless a Health Insurance Waiver Form and accompanying information about current external insurance coverage is provided annually, students enrolled for nine or more credits are automatically enrolled in the College-sponsored plan. Students who carry their own external medical insurance may waive the College-sponsored plan by submitting a Health Insurance Waiver Form, along with the policy information about their external coverage. The waiver form must be submitted annually to waive the College-sponsored plan. All students enrolled in the College-sponsored plan are billed automatically in the fall and spring term for 12 months of coverage. Students registered for less than nine credits at the end of the add/drop period during the fall and spring terms may be ineligible for the health insurance plan and their student account will be adjusted accordingly. Refunds for health insurance fees will be subject to the College's tuition and health insurance refund policy, as published in this handbook.

Detailed information about the College-sponsored plan, including plan benefits and exclusions, is available on the student portal or through the Office of the Dean of Students.

### **Nearby area hospitals and emergency rooms include:**

ST. ANTHONY HOSPITAL-CENTRAL

4231 W. 16th Ave

Denver, CO

303-629-3511

South side of Sloan's Lake

## EXEMPLA LUTHERAN MEDICAL CENTER

8300 W. 38th Ave.

Wheat Ridge, CO

303.425.4500

Between Wadsworth and Kipling on 38th Avenue

### 2.10 NOTARY SERVICE

Notary service is provided to all enrolled students at no charge. The staff at the Information Desk will assist students who are interested in this service. Students must present a valid photo ID for notary services. Documents to be notarized must not be signed until the signatory is in the presence of the authorized notary.

### 2.11 PROFESSIONAL ORGANIZATIONS

RMCAD students have the opportunity to belong to a variety of professional organizations. Students are encouraged to be involved with the following groups, as applicable for the individual program of study. Many of these organizations visit campus at the beginning of the fall term as part of the annual resource fair.

Association Internationale du Film d'Animation

American Institute of Graphic Arts

American Society of Interior Designers

Art Directors Club of Denver

Colorado Alliance of Illustrators

Colorado Art Education Association

Colorado Council of the Arts and Humanities International Interior Design Association

International Interior Design Association

Museum of Contemporary Arts

Denver Art Museum

### 2.12 SAFETY

While RMCAD faculty and administrators exercise great care in regards to student safety and health, they are not responsible for personal injury or contact with contagious illness that may occur on College property or in connection with a College sponsored event/activity, or in transit to or from a RMCAD scheduled class or event.

Faculty and staff members who accompany student groups on field trips, cultural tours, and some social/cultural events cannot be held responsible for the actions of students, personal injury or loss of property during a RMCAD sponsored/ approved trip or gathering or in any of the same that might occur in transit to or from the above.

All too often, people fall victim to crimes that could have easily been prevented by taking simple precautions. Below are several safety suggestions which the College encourages all to consider.

- Be aware of your surroundings. A confident, purposeful attitude may lessen the chance of being victim.
- Avoid dark streets. Walk on busily traveled and well-lit streets.
- Do not accept rides from strangers.
- Maintain a secure grip on your belongings.
- Walk near the curb and avoid passing close to shrubbery, dark doorways and other places of concealment.
- Have your keys ready so that your house or car door can be opened immediately.

- If accosted by someone driving a vehicle, leave the area in the opposite direction. Use a cell phone to call police or immediately go to the nearest residence or business to call for help.

- Do not post personal information, such as addresses and schedules, online on public websites

- Hitchhiking is extremely dangerous. Don't do it.

#### 2.12.A Emergency Call Boxes

There are four emergency call boxes located on campus.

They are located:

In the Student Parking Lot

In the Staff and Faculty Parking Lot

Behind the Rotunda Building

Behind the Boiler Room

\*Call boxes should be used for emergency purposes only- they will ring directly to the Lakewood Police Department\*

#### 2.12.B Safety Escort

The College provides a walking safety escort for students who are on campus after dark. To take advantage of this service, students should contact the Information Desk (dial 0 from any campus phone) to arrange for an escort to a vehicle parked on campus, another campus building, or the RTD bus stop located at the corner of Pierce and Colfax. This service is provided after dark and while the Information desk is staffed.

#### 2.12.C Safety Reporting

Upon observing suspicious or potentially dangerous behavior or persons, any member of the College community should call the authorities. Likewise, a report should also be made immediately with the Information desk, Dean of Students or Human Resources.

All crime or safety-related incidents should be formally reported to the College by the victim or observers. Students should contact the Dean of Students to file an Incident Report. The College's Safety Committee reviews the Incident Reports.

In compliance with Public Law 10-542, the Federal Campus Security Act, RMCAD reports campus crime statistics annually and publishes the report on the College's website. Paper copies are also available to interested parties from the Dean of Students.

#### 2.12.D Threats

Students who are the victims or threats, or who observe threatening behavior, should make a report immediately to the Dean of Students or via the Information desk. Threats will be referred to the Threat Assessment Group, which will assess the situation and make recommendations regarding the safety concerns present. Consultation may also be sought from legal, health, and safety professional on a case-by-case basis.

### 2.13 STUDENT ACTIVITIES

The Office of Student Activities actively pursues the development of a positive, supportive and inclusive sense of campus community at RMCAD. Through programs, activities, events and organizations, the Office of Student Activities strives to meet the social, intellectual and cultural needs of current students. To meet this goal, activities offered provide a diverse range of experiences for students. Students are highly encouraged to get involved and share their ideas for programs and activities. Students interested in providing input or planning activities should speak with the Director of Student Activities. The Office of Student Activities is located on the second floor of the Texas building.

### **2.13.A Student Government**

The Student Government is composed of all students attending Rocky Mountain College of Art + Design, represented by an elected Executive Cabinet and Senate. The Student Government works to support and improve the academic and social experience for the RMCAD student body. Executive Cabinet representatives are elected each spring and the Senate is elected in the fall to serve as the voting membership of the Student Government. The elected students represent their peers on matters that are brought to the attention of the Student Government including proposed programs and policies, departmental concerns, campus facilities and technology, and much more. The Student Government encourages all current RMCAD students to attend meetings and to bring ideas and concerns to the attention of the Student Government. Students interested in obtaining information about Student Government meeting times and locations, or who have other questions related to the Student Government, should contact the Director of Student Activities.

### **2.13.B Student Organizations**

Students sharing common interests or hobbies can come together as recognized student organizations at RMCAD. Student organizations may be eligible to receive funds from the RMCAD Student Government and may plan events or programs for fellow RMCAD students. Organizations must be established for purposes that are legal, consistent with the educational aims of and mission of the College, and in accordance with the regulations, guidelines and policies of Rocky Mountain College of Art + Design and the Rocky Mountain College of Art + Design Student Government. Recognition of a student organization does not, however, imply College endorsement of the organization's purposes, nor does the College assume sponsorship of any of the group's activities on or off College property.

Student organizations which receive or utilize College resources (including, but not limited to, funding, technology and advisement) must operate and conduct themselves in line with all College policies, as stated in this handbook. Likewise, student organizations must operate in accordance with the mission and values of the College and may not intend to or actually do harm to the interests or reputation of the College.

Any RMCAD student can start working on the formation of a new student organization. Students who would like to start this process should meet with the Director of Student Activities or attend a Student Government meeting to inquire.

### **2.13.C Student Ambassadors**

Each year, the College hires a team of Student Ambassadors. The selected students serve as Orientation Leaders during the New Student Orientation programs and continue to support RMCAD students by planning community-building activities for the entire student body throughout the year. Additionally, the Student Ambassadors work closely with first-year RMCAD students through academic departmental events and social connections. Student Ambassadors also plan and execute several community service projects throughout the school year to support and give back to the surrounding communities. Students interested in learning more about the Student Ambassador program, or who would like information about the application process, should speak with the Student Success Coordinator.

### **2.13.D Community Service**

Service to the surrounding community is important to RMCAD at many levels. Students are encouraged to participate in volunteer work which appeals to their specific interests and passions. Volunteer work is an excellent way to become involved with the College as well as the community outside of our campus. Volunteer work is an extremely rewarding experience that often leads to strong personal and professional connections. The Office of Student Activities serves as a resource for students who have an interest in participating in community service projects. The Office of Student Activities provides information about a variety of service projects; from a single day spent working to preserve Colorado's environment, to ongoing placements working with needy children. Additionally, the Office of Student Activities sponsors group trips to local agencies that serve the Denver Metro community. These trips are designed to expose students to the diverse range of volunteer possibilities. Interested students should look for information about such projects via campus communication or inquire with the Director of Student Activities.

## **2.14 STUDENT IDENTIFICATION**

All on-ground enrolled students are issued a RMCAD student identification (ID) card. Photographs for student ID cards are initially taken during New Student Orientation and students are expected to retain the card for the duration of their enrollment at the College. There is a \$10 replacement fee for new ID cards, which may be ordered through the TechBar. At the start of each academic term in which they are enrolled, students must obtain a validation decal from the TechBar to be affixed to the ID card. Students in financial arrears with the College may be denied the validation decal, and subsequently the privileges associated with the student ID card. A valid student ID card is necessary to check out technology materials from the TechBar and books or other materials from the Library/Resource Center. Student ID cards also serve as a pass for the College Pass program with RTD (see section on Transportation). Additionally, several art supply stores, museums, sporting venues, movie theaters and other business offer reduced rates or discounts for individuals presenting a valid student ID card.

## **2.15 STUDENT INFORMATION SYSTEM - THE STUDENT PORTAL**

All enrolled students have an online account with the College's student portal. The RMCAD student portal is accessible from the RMCAD website. An initial registration is required. Students are responsible for reviewing the information stored in the student portal. Students are able to view and print many portions of their student records. The following is a list of information currently available to students:

- Academic forms
- Class schedule
- Grades (current and past terms; midterm and final grades)
- Billing information (current and past terms)
- Account holds
- Advisor assignment
- Financial aid award letter
- Financial aid missing documents
- RMCAD unofficial transcripts

Additionally, students will work with their assigned Advisor to register for classes using the student portal.

## 2.16 STUDENT LOUNGE

The Student Lounge is located on the second floor of the Texas building. The Student Lounge is provided for students to have a place to spend time between classes while on campus. A ping pong table, pool table, foosball table, television, microwave, refrigerator and vending machines are available for student use. Students should check the large calendar located in the lounge for information about College events happening on and around campus. Student groups wishing to hold meetings or events in the lounge should notify the Director of Student Activities. Reservations for student groups will be made on a first-come, first-served basis.

Students are encouraged to submit their artwork for display in the Student Lounge. Students must see the Director of Student Activities before displaying any work in the lounge. Hanging supplies will be made available (if needed) and all work will be labeled to ensure proper return of the work at the end of the display period. Work may not be adhered directly to the walls or surfaces of the lounge or placed in the lounge without going through the Director of Student Activities. Work may be on display in the Student Lounge for 30 days, at which time it may be removed and available for pick up with the Director of Student Activities. Work that is not picked up after 7 days becomes the property of RMCAD and may be discarded.

## 2.17 TECHBAR/TECHNOLOGY SUPPORT

The TechBar is designed to be the first point of contact for students requiring technical assistance with digital technology, software questions, wireless connectivity, email, student portal access, printing and any other technical needs. The TechBar is staffed during all open hours. Technical support is available by calling: 303.225.8529 by Email: techbar@rmcad.edu or on the web at: support.rmcad.edu.

The TechBar also provides digital items such as digital cameras and digital video cameras on loan for student checkout on a first-come, first-served basis. A current student ID must be shown, no fines may be outstanding, and a student's account must also be in good standing. Fines are incurred for items turned in late.

All students must read and understand the RMCAD Technology Policies & Procedures document and abide by its guidelines and rules. A current copy is always available online in the student portal.

## 2.18 TRANSPORTATION

All on-ground students are provided with an all-access pass to use on Denver's public transportation system - Regional Transportation District (RTD). The College Pass program provides local, regional, light rail and "skyRide" (airport shuttle) service to RMCAD students at no charge. Students must pick up a decal to affix to their student identification card at the start of each term for which they are enrolled to access RTD services using the College Pass program.

## 2.19 VISITING ARTIST/DESIGNER PROGRAM

The Visiting Artist/Designer Program fosters creativity and innovation in the classroom by bringing leading national and international artists and designers to campus.

This program provides RMCAD students access to successful artists from a variety of disciplines, regions and ethnic backgrounds, and creates a forum for diverse and challenging artistic visions. Each term, several artists and designers of national prominence spend a few days on campus. Activities range from lectures to small sessions focused on specific topics.

Additional opportunities may include hands-on workshops, informal round table discussions and critiques. The Visiting Artist/Designer Program is integrated into the classroom whenever possible to enhance the curriculum. The Visiting Artist/Designer Program has

included environmental installation artists Christo and Jeanne-Claude, figure sculptor John DeAndrea, architect James Wines, illustrators Murray Tinkelman, John Gurche and Gary Kelley, sculptor and foundry expert Julius Schmidt, ceramicist Richard Notkin, international graphic designers Yossi Lemel and Xiao Yong, RMCAD graduate and Simpsons illustrator Tim Decker, Pixar animator Carols Baena, and New York gallery owner Ivan Karp.

## 2.20 VOTER REGISTRATION

Voter registration information and materials are available through the Office of Student Activities and online. On election years, resources are made available to students on campus through specialized programs and voter registration drives.

# SECTION 3: STUDENT CODE OF CONDUCT + STUDENT CONDUCT PROCESS

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The general principles governing community life at Rocky Mountain College of Art + Design are shaped by the Mission Statement of the College and the College's core values. The following Student Code of Conduct and subsequent conduct process is designed to create a responsible intellectual community; to promote the respect of the College and individual property; to treat all members of the community with respect and dignity; and sustain an environment that facilitates personal, intellectual, artistic and creative growth and development.

The Student Code of Conduct and related policies and procedures are developed to foster each student's freedom to learn and to protect the rights of all College community members. RMCAD is committed to creating an interactive, supportive campus environment that is conducive to education, work, study and artistic development. When you enroll at the College, you assume the responsibility of observing the policies outlined in the Student Code of Conduct. A "student" includes all individuals taking courses at the College, either full-time or part-time, both on-ground and online, and includes those individuals who are not seeking a degree. Persons who withdraw from the College after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission, are considered students.

## 3.1 GENERAL PRINCIPLES OF THE STUDENT CODE OF CONDUCT

### 3.1.A Personal Integrity

RMCAD is committed to creating a learning community in which all members participate in the free pursuit of truth and honesty. The College has established an atmosphere of mutual trust in which members of the community abide by ethical standards in conduct and in the exercise of responsibilities.

### 3.1.B Respect For The Rights And Concerns of Others

RMCAD strives to provide an environment that nurtures the growth and development of students, demonstrating respect for one another, sensitivity to differences, and fair and just interactions with one another. All members of the College community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind. Students, faculty and staff are expected to treat each other with mutual respect at all times.

### **3.1.C Respect For Property**

College community members are expected to respect College property, the property of other members of the College community, and the property of the global community in which we live.

### **3.1.D Respect For The Law And College Policies**

RMCAD operates within the boundaries of federal and state laws, in addition to governing itself. Members of the College community are expected to demonstrate respect for the laws of the State of Colorado, federal laws and regulations, as well as respect for College policies, regulations, procedures, their administration and the processes for changing those laws, policies and regulations and procedures.

## **3.2 STUDENT CODE OF CONDUCT– STANDARDS OF CONDUCT**

The Student Code of Conduct reflects the College's commitment to creating and sustaining an environment that fosters the academic, creative and personal development of students and other members of the College community, and to promote a safe and civil campus environment.

RMCAD expects students to maintain standards of personal integrity that are in harmony with the educational goals of the College; to assume responsibility for their actions; to observe national, state and local laws and College regulations; and to respect the rights, privileges and property of the College. To protect these privileges and opportunities, the student assumes the personal responsibility for upholding standards reasonably imposed by the College relevant to its mission, processes and functions. Foundational principles of academic honesty, personal integrity, tolerance, respect for diversity, civility, freedom from violence, and pursuit of a lifestyle free of alcohol and drug abuse are examples of these standards.

The Dean of Students is the person responsible for administering the Student Code of Conduct and will represent the College in student disciplinary matters. Violations of these standards of conduct may result in disciplinary action. Likewise, assisting or encouraging another person to engage in violations of these standards is grounds for disciplinary action. Failure to report a violation when one has direct or indirect knowledge of circumstances may be considered endorsement of misconduct and may also be subject to disciplinary action. The following definitions are not designed to be an exhaustive list and must not be interpreted to include all potential violations. Any student that engages in the following misconduct may be subjected to disciplinary proceedings and sanctions outlined in section 3.3.

### **3.2.A Abuse**

Abuse includes, but is not limited to, physical fighting, sexual harassment, sexual abuse (including, but not limited to, violent sexual misconduct), verbal or emotional abuse, threats of violence or other inappropriate conduct, intimidation, stalking, coercions and/or other conduct which threatens or endangers the physical or mental health, well-being or safety of another person or oneself.

### **3.2.B False Reporting And Disruption Of Disciplinary Proceedings**

False reporting is defined as intentional falsification, distortion or misrepresentation of information in reports or information presented as part of a student disciplinary proceeding or otherwise reported to the Dean of Students. Disruption of disciplinary proceedings is defined as disrupting or interfering with the student disciplinary process or failure to obey a notice to appear for an administrative meeting related to disciplinary proceedings or a meeting with the Conduct Review Board.

### **3.2.C Alcohol**

Possession, use, manufacture, distribution or sale of alcoholic beverages as an individual or recognized College organization in violation of the law or College policies is prohibited. See the College's complete alcohol policy for details.

### **3.2.D College Policies**

The violation of published College policies, rules and regulations found in, but not limited to, the Student Handbook and the College catalog may result in disciplinary action.

### **3.2.E Dishonesty**

Academic dishonesty is conduct or behavior including, but not limited to: cheating; plagiarism; unauthorized possession or disposition of academic materials; falsification; collusion; or other forms of dishonesty affecting the academic environment. Other forms of dishonesty include, but are not limited to: furnishing false information to any College official, faculty member or office; and forgery, alteration or misuse of any College document, record or instrument of identification.

### **3.2.F Disorderly Conduct**

Disorderly conduct is defined as any act or summary of actions that is disruptive, lewd, indecent or otherwise breaches the peace; regardless of intent. Disorderly conduct includes, but is not limited to yelling, shouting, or cursing.

### **3.2.G Drugs**

The use, possession, manufacture or distribution of illegal drugs, drug related paraphernalia, narcotics or other controlled substances (except as expressly permitted by federal, state and/or local laws) is prohibited. The manufacture, distribution, sale, purchase or use of marijuana of any kind, nature or description used for medicinal purposes is prohibited. The abuse or sale of prescription drugs for persons or purposes other than for which the substance has been prescribed is prohibited. Likewise, the misuse or abuse of legal over-the-counter drugs or medicine is prohibited.

### **3.2.H Failure To Comply**

The failure to comply with written or verbal instructions or directions of members of the College faculty, administrators, emergency or service personnel acting in the performance of the official duties and/or failure to identify yourself to these persons when requested to do so.

### **3.2.I Firearms, Explosives, Weapons**

Possession of firearms, explosives or other weapons, or unauthorized use of dangerous chemicals or substances on College premises, is prohibited. Possession of weapons, including concealed weapons for which a permit has been obtained, on RMCAD premises, including parking lots, or in public while representing the College, or while attending campus events or trips off campus is prohibited.

### **3.2.J Guests**

Students are responsible for the behavior of their guests. Any violation of the Student Code of Conduct or College policies by a guest may result in a complaint and sanction against the hosting student.

### **3.2.K Harassment**

Harassment is behavior or conduct that objectifies a personal attribute, singling it out for ridicule, attack or disparagement. Students may not engage in conduct or behavior that serves to degrade the status of another person. The attributes of such behavior or conduct include, but are not limited to, degradation or objectification related to the following: race or ethnic origin; gender; physical or mental disability; age; religion; economic class; and sexual orientation. Conduct indicative of harassment includes, but is not limited to, conduct that would place a reasonable person in fear of his or her personal safety through words or actions, physical contact, written or verbal comments, or suggestions expressed through email, posting or other mediums, hostile or threatening gestures or other forms of degradation.

### **3.2.L Interference, Obstruction, Or Disruption**

Interference, obstruction and disruption includes behavior that interferes with, obstructs or disrupts any normal College activity such as teaching, recreation, meetings, public events, disciplinary proceedings, the freedom of expression, and movement of students or other members of the College community and their guests. Participation in activities that threatens the safety of the College community and/or infringes on the rights of its members is prohibited.

### **3.2.M Theft/Damage**

Theft, attempted theft of, or unauthorized use or possession of property, services or software owned or controlled by the College or an individual is prohibited. Damage includes, but is not limited to, vandalism and graffiti to property of the College; property that belongs to a member of the College community; or other personal or public property.

### **3.2.N Abuse Of The Student Conduct Process**

Abuse of the student conduct process includes, but is not limited to, failure to obey the notice to appear for a meeting or a hearing; falsification, distortion or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; failure to comply with any requirements or sanctions agreed to in a disciplinary action; harassment or intimidations of any person involved in a conduct proceeding.

### **3.2.O Violation Of The Law**

Violation of any federal, state or local law is prohibited.

## **3.3 THE STUDENT CONDUCT PROCESS**

### **3.3.A Authority and Jurisdiction**

The Dean of Students is the person responsible for administering the Student Code of Conduct, and will represent the College in student disciplinary matters. However, the authority to enforce College policies, rules and regulations rests with the Dean of Students as well as other College administrators, faculty, students, committees and organizations. All members of the RMCAD community are responsible for upholding the Code of Conduct and for holding others accountable to its principles by reporting violations in a timely fashion. The ability of the College to take appropriate remedial action is limited by the timeliness of a reported incident or violation, the comprehensiveness of the report, and the willingness of those involved to assist in all stages of any investigations and disciplinary proceedings.

The Student Code of Conduct applies to any person taking a course at the College on a full- or part-time, on-ground or online, or non-credit basis. Disciplinary actions may affect anyone who partakes in the benefits and privileges of the College. Disciplinary action

may be initiated as a result of conduct which occurs on the College premises in any capacity, as well as at off-campus events and activities sponsored, organized or participated in by the College or College-recognized student organizations or student groups. RMCAD may also address off-campus conduct through the student conduct process when the reported behavior may adversely affect the interests of the College community. This includes, but is not limited to, posting information in violation of College policies on websites, journals or blogs. The College reserves the right to report any perceived violations of civil or criminal law to the proper authorities. Students may be held accountable to both civil authorities and the College for violations of law that also violate the College's policies. The College may pursue disciplinary action at the same time as criminal proceedings and encourages the reporting of any criminal activity to the local police department.

The College views the conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the College community. It is not intended to be a substitute for civil or criminal legal proceedings, and is designed to provide a fair evaluation of whether or not a student has violated College policies. Formal rules of evidence do not apply in the College's conduct process. The College uses the preponderance of evidence when determining responsibility for alleged violations of the Code of Conduct. A preponderance of evidence means that what is alleged to have happened is, more likely than not, what actually happened. This shall be the standard of proof used in all conduct proceedings under this Code.

In an emergency situation, the College reserves the right to take administrative action, apart from the student conduct process. Such action may be taken when conduct poses an unreasonable threat to the student(s) engaged in the conduct, other individuals or the College. The Dean of Students or designee must approve all such administrative action. Possible dispositions may include, but are not limited to, mandatory evaluation, temporary or indefinite withdrawal from the College, and/or other administrative action.

In cases of non-consensual, forcible or non-forcible sexual conduct, students are advised to seek medical attention immediately in order to preserve any physical evidence in case the individual wishes to prove criminal sexual assault. Students are also advised to obtain counseling support from campus or community resources.

### **3.3.B Initiating a Complaint**

Any member of the College community may file a written complaint against a student for an alleged violation of the Student Code of Conduct. All complaints must be in writing. Anonymous complaints and informal reports will be accepted primarily for informational purposes and will be acted on to the extent necessary and appropriate under the circumstances.

The complaint should include:

The name of the student(s) alleged to have violated the code

A clear statement surrounding the nature and circumstances of the complaint (date, time, place, witnesses)

The identification of the specific part of the code allegedly violated

The names, addresses and telephone numbers of those filing the complaints

Upon receipt of the written complaint, the Dean of Students or designee decides whether there is substance to the complaint; whether the complaint falls within the jurisdiction of the Student Code of Conduct; and whether to charge the student(s) with a violation. The College will forward the complaint to the appropriate Hearing Officer.

In some cases, alternative dispute resolution, such as mediation, may be offered by mutual consent of the parties involved and on a basis acceptable to the Dean of Students and Hearing Officer. A written summary of these agreements are provided to all parties. These agreements are binding and once entered are not subject to appeal. Failure to abide by the agreements could result in the situation being returned through the conduct process for possible disciplinary action.

### **3.3.C Notice of Charges**

Students will be given written notice of charges of alleged violation of the Student Code of Conduct. The notice will describe the alleged policy violations and will inform the student of the requirement of an administrative conference. As needed to protect any involved parties, the notice may also contain certain restrictions, pending the resolution of the matter through the hearing process. If the student fails to schedule a conference, the College reserves the right to make a decision in the case without the benefit of the student's participation.

### **3.3.D Administrative Conference with Hearing Officer**

An administrative conference is a preliminary meeting between the Hearing Officer and the accused. The following may occur during an administrative conference:

An explanation of the conduct process

A discussion of the student's rights

A review of the charges with the student

The accused student will be given an opportunity to respond to the charges.

The Hearing Officer decides to hear the case and render a decision or refers the matter to a Conduct Review Board hearing. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence.

After reviewing the information contained in the letter of notice and following the conference with the Hearing Officer, the student has the following options:

Accept responsibility for the charges, and the Hearing Officer will determine the appropriate level of discipline and other sanctions or restorative resolution outcomes. In cases where academic dishonesty is the infraction, the Hearing Officer will consult with the appropriate Academic Dean to determine the appropriate level of disciplinary action.

Dispute the charges, and request a hearing with the Conduct Review Board. The Hearing Officer may also refer the case to the Conduct Review Board for adjudication.

### **3.3.E Disposition By Hearing Officer**

Following an administrative conference, the Hearing Officer may investigate the incident further when information is insufficient, or when the student does not agree with the charges and elects to request a hearing with the Conduct Review Board.

If a decision has been rendered, the student will receive a notice in writing summarizing the findings of the conference, and informing the student of subsequent actions in a timely manner.

### **3.3.F Conduct Review Board**

The Conduct Review Board (CRB) will hear cases referred to it by a Hearing Officer or at the request of the accused student. Reports of behavior that may result in suspension or expulsion will be referred to the CRB. The Board is comprised of a minimum of two students, two faculty members, and two staff members. The Board will select a Chair for each hearing that is called. A minimum of four members of the Board must be present to hear a case.

### **3.3.G Proceedings of the Conduct Review Board**

The Chair of the Conduct Review Board will convene the panel, have all in attendance introduce themselves, and explain proceedings. All proceedings shall be conducted in a manner which is informal and at the same time assures fundamental fairness. The proceedings shall be closed to the public.

The student may be accompanied by an advisor or support person they choose, at their own expense. Since the direct interaction with the students involved is essential to the educational relationship with the College, the advisor is limited to counseling the student and may not act as a representative of the student, speak on the student's behalf, or participate directly in any hearing. The Hearing Officer or Chair of the Conduct Review Board may also consult with or choose to have an advisor present at a hearing.

Comments/statements must be restricted to matters directly relevant to the case. Formal rules of process, procedure or evidence, as established and applied in the civil or criminal justice system, do not apply in this process.

In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence.

Any person disrupting, interfering with or not abiding by the rulings of the Chair may be dismissed. The Chair will be responsible for reading the complaint and stating the charges against the accused student. A representative of the College directs the presentation of the College's evidence and witnesses. The Chair will ask the accused student to respond to the charges, present evidence on his/her behalf, and call any witnesses. The CRB may ask questions of or recall any hearing participants to address specific issues or questions at the request of either the accused student or a CRB member.

The Chair will conclude the hearing and dismiss the accused student and advisor, if applicable, prior to the CRB entering a closed-session deliberation. During deliberation the CRB will decide whether or not the accused student has violated the Student Code of Conduct, and render an appropriate sanction; or in the case of an appeal, will decide to uphold, modify or reverse the original sanction. The Conduct Review Board has the authority to determine the appropriate level of disciplinary action taking into consideration the severity of the infraction, impact on individuals or the community, and the past record of discipline. In addition to the sanctions detailed in 3.3.K, the CRB may place limits or conditions, require relocation, restitution, community service, and/or specify participation in educational programs and interventions including, but not limited to, those related to alcohol or drug use, ethical decision making, personal counseling, and restorative justice. The student will receive written notice of the CRB's decision in the case within three business days of the hearing or appeal. Decision letters that include information identifying persons listed as victims may not be released by the student to unauthorized third parties. Failure to comply with this requirement could result in additional disciplinary charges.

### 3.3.H Rights of Accused Students

Throughout his or her involvement in the conduct process, the accused student has the following rights:

**Right to Notice:** The student shall receive written notice of charges. This notice may be sent via email.

**Right to Prepare:** The student shall be given reasonable time to prepare for a hearing or appeal by the CRB.

**Right to an Advisor:** The student may be accompanied by an advisor of his/her choosing. The role of the advisor is limited to advising the student. The advisor may not speak on the behalf of the student.

**Right to Present Information:** The student will have the opportunity to present information by witness, affidavit, and/or personal testimony that he/she feels is important for consideration with regard to the complaint.

**Right to Hear Testimony:** The student has the right to hear all information presented at a hearing and to be involved in the entire hearing except for the period of deliberation.

**Right to Disciplinary File:** The student has the right to review the contents of his/her disciplinary file at any time, as well as request copies.

**Right to Appeal:** The student has the right to request an appeal if circumstances meet the conditions outlined in the appeal process of Section 3.3.J.

### 3.3.I Rights of Victims

Throughout his or her involvement in the conduct process, the victim of any alleged student misconduct has the following rights:

**Right to Be Informed:** The victim shall be informed of the progress and outcome of the conduct proceedings, subject to requirements imposed by the Campus Security Act, as amended by the Higher Education Amendments of 1992.

**Right to Provide a Statement:** The victim may provide a written statement in place of or in addition to giving testimony at the hearing, for consideration during the disciplinary proceedings. The statement shall describe the circumstances attendant to the harm that the victim sustained as a result of the alleged misconduct.

**Right to Reasonable Efforts to Ensure Safety:** A victim has the right to demonstrate that steps should be taken to prevent unwanted contact or proximity with the accused student(s).

**Right to an Advisor:** The victim may be accompanied by an advisor throughout the disciplinary process.

### 3.3.J Appeals Process

A decision reached by a Hearing Officer or the CRB may be appealed by the student within three business days of the date of the decision letter. Accused students are entitled to one stage of appeal. Request should be made in writing and submitted to the Dean of Students. The basis for appeal is limited to: a significant procedural error to the rights of the student; compelling new evidence not available at the time of the hearing, which when considered, may alter the decision; or the imposition of a sanction that was arbitrary and capricious.

The Dean of Students will hear all appeals. In the case of an appeal, the decision of the Dean of Students is final. The possible outcomes of an appeal are:

- Denial of the appeal
- Remand the case back to the original hearing officer to reconsider the new information and/or sanction
- Hear the case and uphold, modify or reverse the original sanction

### 3.3.K Sanctions

RMCAD is concerned with the individual student and will consider all of the circumstances in a particular case when assigning sanctions. This includes past disciplinary record, nature of the violation, and severity of damage, injury or harm. Sanctions are intended to be educational in nature, with a goal of preventing future violations from occurring. One or more of the following sanctions may be imposed for violating the College policies.

#### No Action

It may be found that the charges against the student are unsubstantiated and the student is exonerated. In this case, the decision letter specifies that the charges are cleared and no disciplinary action is taken.

#### Warning

A warning is a written or oral communication that further misconduct may result in more severe disciplinary action.

#### Disciplinary Probation

As a result of minor violations, or a more serious violation of the College policies, a sanction of disciplinary probation may be imposed. The student is given a specific time period in which to show changes in behavior. Violations of the terms of probation or subsequent misconduct are grounds for further disciplinary action, including suspension or expulsion.

#### Restitution or Fines

Fines or restitution may be imposed as a sanction to offset damage caused or potentially caused by misconduct. The student is required to make payment, either in money or services, to the College or to other persons, groups or organizations that may be affected by the misconduct.

#### Discretionary Sanctions

These include, but are not limited to, alcohol or drug education, recommendation for counseling, required mental health assessment, or a special educational project designed to assist the student in better understanding the overall impact of his/her conduct.

#### Loss of Privileges

The student may be denied specific privileges for a specific period of time. Privileges may include, but are not limited to, guests, computer use or participation in activities.

#### Interim Suspension

The Dean of Students, or a designee, may suspend a student for an interim period prior to a CRB hearing or administrative conference. An interim suspension will be effective immediately, without prior notice, when the Dean of Students or his/her designee determines that the continued presence of the student on the campus poses a substantial threat to himself, herself, any member of the community, or the stability and continuance of normal College functions.

A CRB hearing or administrative conference will take place as soon as reasonably possible following an interim suspension. If the student requests a meeting with the suspending authority prior to the scheduled hearing, only the following issues will be discussed:

Whether the information concerning the student's conduct is reliable

Whether the conduct and surrounding circumstances reasonably indicate a threat as described above

## **Suspension**

Suspension is separation of the student from the College for a defined period of time, after which the student is eligible to reenroll or reapply for admission. Readmission or reenrollment is not guaranteed. Specific criteria may be imposed during the conduct process as conditions for reenrollment or readmission. During a period of suspension, the student may be barred from visiting campus or participating in College sponsored events and programs off campus.

## **Expulsion**

In the case of expulsion, the student is required to permanently leave the College. Notification may accompany a student's transcript. The student will be denied access to the College campus or designated portions of campus.

## **Grading Penalty**

When a student is found responsible for engaging in academic dishonesty, the faculty member may impose a grading penalty, which could include failure for the assignment in question, a reduction in grade, or failure in the class. If the faculty member reduces a grade based on the finding of academic misconduct, that action would be reported and kept in file in the Office of the Dean of Students.

## **Other Sanctions**

Other sanctions may be imposed instead of, or in addition to, those specified above. For example, students may be referred to the Counselor for evaluation or restricted from certain College buildings.

## **Refund Policy**

In the event of suspension, expulsion or removal from enrollment at the College, the College will follow the regular refund schedule outlined in section 5.37 of this Handbook.

### **3.3.L Record Of Discipline**

Student disciplinary records will be maintained in keeping with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments and the guidelines for implementation. The record of disciplinary actions will be kept in file in the Office of the Dean of Students. Disciplinary records are maintained for a period of seven years from the date of the last decision. Information regarding a student's disciplinary record is available to persons or offices internal to the College, who have a legitimate need to know.

## **SECTION 4: ACADEMIC AFFAIRS**

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### **4.1 ACADEMIC ADVISING**

Academic advising is a collaboration between a student and their Advisor, designed to assist them in reaching their academic goals. RMCAD holds students responsible for the decisions they make, and Academic Advisors help ensure that students' decisions are well informed.

The Advising Office helps students work toward and achieve their education goals; from the first day on campus through graduation. Based on their major, students are assigned an Academic Advisor who will advise them from freshman through senior year. Students should meet with their assigned Advisor as often as they need to, and are required to meet twice a year so that the Advisor can assist with the course selection and registration process.

The Advising Office can help students understand program requirements, course sequence, prerequisites, and Foundation and Liberal Arts courses. The Advising Office is also a resource for clarifying policies and regulations, discussing issues of concern, and helping students develop strong study and time management skills. When appropriate, students are referred to additional RMCAD support services.

### **4.2 CLASSROOM DISRUPTIONS**

Sometimes situations that disrupt teaching and learning arise within an on-ground or online class. If a classroom disruption is due to specific student behaviors, Instructors have the right to dismiss the student(s) from the class session. Instructors are not authorized, however, to remove a student from the course entirely. Student dismissals from a class session will be treated as absences by the Instructors. The Instructor has the authority to enforce consequences for the student's absence(s), in accordance with the class syllabus. This does not, however, limit the ability of the Instructor or a fellow student from reporting or filing formal complaints concerning disruptive behavior occurring within the classroom.

All communications with Instructors or other students, whether in class, face-to-face, on paper, or by telephone, email or other electronic means, are subject to the same standards of conduct, behavior and discipline as classroom behavior. Standards of conduct outlined elsewhere (Student Conduct Code, Sexual Harassment Policy, etc.) also apply.

### **4.3 ACADEMIC INTEGRITY**

The RMCAD Honor Code is as follows:

As an academic and artistic community, RMCAD seeks to support the development of the highest levels of creativity, growth and learning within each individual. It is our community's belief that this is accomplished by careful, personal transformation effected through the incorporation of academic and artistic integrity, through a focus and attentiveness to process as well as resultant forms and product, and through acknowledging those upon whose work each is informed and inspired.

As citizens of this community each has the right and duty to expect honest and authentic work from self, peers and all others.

Further, RMCAD recognizes that this commitment to integrity is the path of discovering one's own creative voice and art. Representing the work of others as one's own damages the creative self and inhibits success toward the goal of authenticity. Thus RMCAD holds in high esteem this honor code which each pledges to abide by.

The foundation of a college or university is truth and knowledge. Academic dishonesty is conduct or behavior including, but not limited to,, cheating; plagiarism; unauthorized possession or disposition of academic materials; falsification; collusion; or other forms of dishonesty affecting the academic environment. Other forms of dishonesty include, but are not limited to, theft; furnishing false information to any College official, faculty member or office; forgery, alteration, or misuse of any College document, record or instrument of identification; and violation of any College, state, or federal laws or policies.

To commit or assist someone in committing academic dishonesty is grounds for disciplinary action and possible suspension or expulsion from the College. Students who observe or become aware of apparent academic dishonesty should report the matter to faculty or administration.

Plagiarism is a form of cheating. To plagiarize is “to steal and pass off the ideas or words of another as one’s own, use a created production without crediting the source, commit literary theft, or present as new and original an idea or product derived from an existing source” (Merriam-Webster’s Collegiate Dictionary, 1993). Plagiarism is intellectual theft, a serious academic offense with serious consequences.

#### 4.3.A Procedures For Handling Academic Dishonesty

Faculty members are expected to use reasonable and practical means of preventing and detecting academic dishonesty. If a faculty member has evidence that a student has engaged in an act of academic dishonesty, the faculty member will notify the student of the concern and discuss the allegations with the student. The student will be given the opportunity to provide input on the matter. RMCAD faculty members reserve the right to submit written works to anti-plagiarism tools to verify the authenticity of student work. If the student admits to the infraction, and the faculty member judges that the preponderance of evidence supports the allegation, the faculty member may then assign an academic penalty.

An initial act of academic dishonesty may result in an “F” for the course or assignment, at the Instructor’s discretion. All incidents of academic dishonesty are reported to the Dean of Students, who will also notify the Chair for the course in which the department resides, and the Chair of the student’s major department. Students will receive advisement from the Dean of Students and referral to resources and information to assist in avoiding subsequent offenses. Multiple reported offenses may result in probation or expulsion from the college. Information about incidents of academic dishonesty is kept on file in the Office of the Dean of Students. No further action is initiated unless the incident constitutes a major infraction, the student has a prior record of infractions, or there are subsequent reports of misconduct.

If the student disputes the decision of the faculty member regarding alleged academic dishonesty, a hearing may be requested through the Student Conduct Process. The request must be received by the Dean of Students no later than 30 calendar days after the Instructor’s decision is communicated to the student. If no appeal is filed within the time period, then the decision of the faculty member is final.

#### 4.4 ATTENDANCE POLICY

Students are expected to participate in class regularly, for consistent attendance offers the most effective opportunity to gain command of the knowledge, skills and aptitudes for the course of study. Faculty members are responsible for establishing the attendance policy for each of their courses. The syllabus for each course will state the attendance policy. Some academic departments have their own attendance policies. Students are responsible for understanding departmental attendance policies.

Attendance is reported by Instructors for each class session, and students who demonstrate poor attendance, regardless of the attendance policy in the syllabus, will be contacted by the Office of the Dean of Students or the Office of Academic Advising.

#### 4.5 HONORS/DISTINGUISHED HONORS

Students must be enrolled full-time to be eligible for honors. Students who begin a term as full-time but withdraw from one or more courses resulting in less than full-time status for the term are ineligible. Honors are determined by the term grade point average requirements as follows:

Honors: 3.5-3.9

Distinguished Honors: 4.0

#### 4.6 GRADES AND RECORDS

Students are graded on the basis of prompt and satisfactory completion of assignments, attitude, attendance and individual progress. Students are expected to have materials and supplies necessary for the successful completion of assignments. Grade reports reflect standard letter grades. RMCAD uses a 4.0 scale to calculate grade point averages.

Letter Grade	GPA Value
A+	4.0
A	4.0
A-	4.0
B+	3.0
B	3.0
B-	3.0
C+	2.0
C	2.0
C-	2.0
D+	1.0
D	1.0
D-	1.0
F	0.0
R (repeat)	0.0
W (withdraw)	0.0
I (incomplete)	0.0
AU (audit)	0.0
P (pass)	0.0
TR (portfolio/transfer)	0.0
N (grade not received from instructor; not computed into GPA)	0.0

Students who are unable to access their grades via the student portal by the end of the first week of the following term should contact the Office of the Registrar.

#### 4.6.A Repeating Courses

RMCAD recognizes that establishing proper study habits and creating a balance in one’s life takes deliberate care and work, and that these goals may not be immediately met by students. Therefore, the College will allow students to repeat a class in which they have received a grade of D+ or lower. Course repeats are limited to three attempts, unless the course is a degree requirement, in which case the course may be repeated until a passing grade is earned. Credit is earned for the course only once and students will keep the highest grade obtained when repeating a class. The lower grade for the particular course will be removed from the GPA, but will remain on the transcript with a grade of “R.” Additionally, the credits will be included in the total attempted credits that may impact a student’s satisfactory academic progress. This policy is not retroactive and will be applied only for courses repeated during the Summer 2010 academic term or for any subsequent term.

## 4.7 GRADE APPEAL PROCEDURE

Faculty members are responsible for clearly stating the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with the stated objectives. Students are responsible for maintaining standards of academic performance established in the syllabus for each course in which they are enrolled.

The grade appeal procedure provides a formal process for students to request a review of final grades which they think were incorrectly awarded. The burden of proof rests with the student to demonstrate that the grade assigned for the course was made on the basis of any of the following conditions:

A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.

A grading decision was based on standards unreasonably different from those which were applied to other students.

A grading decision was based on a substantial, unreasonable or unannounced departure from the course objectives and assignments.

1. The student must submit a grade appeal, in writing, to the instructor who issued the grade, no later than 30 calendar days after the first day of classes of the next term.

2. If, after subsequent consultation with the instructor, the student is not satisfied and wishes to pursue the issue, or if the instructor is not available or does not respond within 14 days, the student should submit an appeal in writing to the Department Chair in which the course was taught. Documentation supporting the grade change based on the appropriate category(ies) set forth above is to be submitted with the appeal. If no appeal is filed within this time period, the grade shall be considered final.

3. The Department Chair will discuss the matter with the student and with the instructor, and will document the appeal and the Chair's response.

4. If the student is not satisfied with the Department Chair's response and wishes to pursue the matter further, the student should submit an appeal in writing to the appropriate Dean. Again, all documentation supporting the appeal should be included. The Dean will bring the case to the Faculty Review Panel. The Dean may request additional information from the student, faculty member and Chair. The Faculty Review Panel will review the submitted documentation and recommend approval or denial of the appeal.

5. The Dean will document the decision and provide copies to the student, the instructor and the Chair.

6. This decision of the Faculty Review Panel and Dean is submitted to the Provost for approval. This decision is final.

7. The result and documentation of the review will be compiled by the Registrar and placed in the student's academic file.

8. If the student thinks the final decision and accompanying evaluative comments are inaccurate, misleading, or represent a violation of the privacy or other rights of the student, the student may insert a written comment in the record.

## 4.8 GRADUATION REQUIREMENTS

In order for a student graduate from a BFA degree program at RMCAD, s/he must:

1. Submit a Graduation Application and Academic Plan by the end of the term in which s/he earns 90 credits (75 credits for Art Education majors). The plan is established through consultation between the student and their Advisor. The plan must be signed by the student, the Advisor and the Director of Academic Advising, and

is then submitted to the Registrar. The Registrar's Office reviews each Graduation Application and Academic Plan; if the plan does not meet RMCAD graduation requirements, it will be denied and returned to the student for revision. Students are responsible for on-time submittal of the graduation plan; late submission of the plan may delay a student's graduation date.

2. Complete all required courses in a given program of study.

3. Have at least a 2.0 cumulative grade point average (2.5 for Art Education majors).

4. Have earned a minimum of 120-125 term credits, depending on their program. At least 60 credits must have been earned at RMCAD, including the final 15 credits of study, which must be completed in residency.

5. Have completed a minimum of three portfolio reviews.

6. Have an acceptable body of work for a Graduation Exhibition.

## 4.9 GRADUATION HONORS

Students who maintain a high level of scholastic excellence throughout their college career receive the earned degree with honors. Honors are determined by the student's cumulative grade point average.

Cum Laude: 3.5-3.6 Cumulative GPA

Magna cum Laude: 3.61- 3.79 Cumulative GPA

Summa cum Laude: 3.80-4.0 Cumulative GPA

Honors designations on transcripts are based upon the student's complete academic record at RMCAD. Only credits earned at RMCAD are used to determine a student's grade point average. Students whose grade point average qualifies them for graduation with honors the term before they graduate will be recognized at the commencement ceremony.

## 4.10 INCOMPLETE GRADE PROCEDURE

In extenuating circumstances, an Incomplete ("I") grade may be assigned at the Instructor's discretion, and in accordance with the eligibility requirements set forth below. Students may request an "I" grade for more time to complete required course work, which s/he was prevented from completing in a timely way due to non-academic reasons. Students will be asked for documentation to justify the request, though it is important to remember that such documentation does not automatically validate the request. Other circumstances may be taken into consideration, such as the pattern of performance and participation in the course, and other factors that the instructor deems relevant. Keep in mind that to be eligible for an "I" grade, students must be passing the course at the time of the request, and must have completed at least 75 percent of the course work as specified in the syllabus.

All "I" grades require a written agreement specifying the remaining course work required for completion and timeline for removal of the "I" grade. This agreement is subject to the approval of the Instructor and the Chair of the department or program. If the coursework is not completed within the prescribed timeframe, the "I" will automatically change to an "F" grade. The maximum time in which students must complete all coursework is no later than the last day of Week 7 of the following term, though the exact timeline is at the instructor's discretion.

### **Eligibility Requirements:**

1. A student who has suffered a severe crisis or documented illness that has prevented the student from completing coursework, and who has successfully completed 75% of the coursework, is eligible to petition for the "I" grade to the Instructor. Eligible students must follow the procedures stated below or negate eligibility.
2. A student who has suffered a death in the family or other personal event of sufficient seriousness to prevent the student from completing coursework, but who has successfully completed 75% of the coursework, is eligible to petition for the grade of "I" to the Instructor. An eligible student must follow the procedures stated below or negate eligibility.
3. Because of federal financial aid rules, students who are on academic probation cannot petition for or receive a grade of "I" under any circumstances.
4. Students who are graduating seniors cannot receive a grade of "I" and graduate. An "I" grade automatically postpones graduation.
5. No extensions or second "I" grade petitions can be accepted in relation to the original agreement.

In the event that the Instructor and Chair deny the petition for an Incomplete, the student may submit a petition to the Provost. The Provost will confer with the Instructor and Chair, in some cases requiring additional documentation and information to substantiate the petition over and above what was previously submitted, and will render a final decision.

### **Procedures**

1. The student must formally petition the instructor in writing for the grade of "I," using the RMCAD Incomplete Grade Petition/Contract form. The required form is available on the student portal or from the Advising or Registrar's Office. The petition is a contract stating the make-up work to be completed and a completion date, and must be signed by the instructor, the student and the Department Chair.
2. Incomplete petitions are the responsibility of the student. The student must initiate the petition and obtain the signatures required. The student must ensure that the document is seen through to completion, either via email or hard copy.
3. Students must complete all incomplete work in the time specified in the agreement. Incompletes must be completed no later than the last day of week 7 of the following term.
4. Incomplete work must be completed and the Instructor grade received by the due date identified in the petition. All due dates stated on the Incomplete petition must be met. If they are not, the grade of "I" will automatically be changed to the standing grade in the course. There will be no exceptions.
5. The student must complete the petition for an Incomplete one week before the end of the term in which s/he is enrolled for the course.

### **4.11 STUDENT LEARNING CENTER**

Located in the Tri-Boro building or online in the portal, the Student Learning Center is a student-oriented academic support resource that offers course content assistance for all departments on campus or online. Trained peer tutors are available on a walk-in or online basis, as well as by appointment, to assist students with writing, math, academic success strategies (note-taking strategies, time management, etc.) study sessions, computer programs (Photoshop, Illustrator, etc.) or other academic issues. Faculty tutors are available on an appointment basis only. The Student Learning Center also coordinates the Art History Learning Lab for AH1010. There is no charge to RMCAD students for any of the services.

### **4.12 LIBRARY/RESOURCE CENTER**

The Library/Resource Center provides services, materials, and equipment to support and enhance the curriculum, programs, and resource needs of the RMCAD community. Services include individual and group orientations, training, and assistance in the location and use of appropriate materials and information. Materials include print books and e-books, course-required textbooks and reserve readings, magazines and journals, and dvd's. All online Library information, an electronic catalog of collections, helpful websites for writing and research, and subscription databases can be accessed through <http://my.rmccad.edu> under the READ Library portfolio page. For on campus students we have a Mac computer lab with all the Adobe Suite Software and word processing programs installed, an extremely fast color printer, a black and white printer and copier, and two flat bed scanners. To use materials and equipment outside of the Library/Resource Center, students must present a valid RMCAD student identification card. Please refer to Library/Resource Center circulation policy for complete policies and procedures.

### **4.13 MERGING AND CHANGING CLASSES**

On occasion it may be necessary for the College, without prior notice to students, to: merge sections of the same class; to cancel classes before they commence; to replace instructors; to change program requirements or class sequence; to modify course content and/or descriptions; or to change the classes required for graduation. The College will make every effort to contact students well in advance of such changes so they are able to make alternative arrangements.

### **4.14 PROBATION AND SUSPENSION - ACADEMIC**

All full-time and part-time students are expected to meet minimum standards of progress determined on the basis of cumulative GPA. Students must achieve a minimum cumulative GPA of 2.0 by the end of the first term and for the duration of their degree program. All Art Education majors must achieve a minimum cumulative GPA of 2.5 by the end of their first term and for the duration of the program.

#### **4.14.A Academic Probation**

Student progress is monitored at the end of each term. Students who do not attain a cumulative GPA of 2.0 (2.5 for Art Education majors) are placed on academic and financial aid probation for the following term. Students are notified of academic and financial aid probation in writing. RMCAD's satisfactory academic progress policy, in section 5.14 of this handbook, includes details on financial aid probation and suspension. Students who are on academic probation may not apply for an "I" grade in any course during the probationary period. Art Education departmental probation is handled in the same manner as students placed on institutional academic probation. Students will be given one term to raise their cumulative GPA to a 2.5. Should the student fail to achieve a 2.5 cumulative GPA, they will not be required to leave the college but may choose to declare another major instead. The student who declares another major and raises their cumulative GPA to a 2.5 or above may be allowed to once again return to the Art Education major.

#### **4.14.B Academic Suspension**

The minimum required GPA of 2.0 (2.5 for Art Education majors) must be achieved by the end of the term in which the student is placed on probation or the student will be suspended from the College.

#### 4.14.C Academic Suspension Appeals

Students may appeal academic suspensions to the Provost. Any student who plans to appeal a suspension must notify the Registrar's Office of the intent to appeal prior to the start of the term of suspension. All appeals must be made in writing and must be submitted to the appropriate Academic Dean no later than the end of the first week of the term of suspension. The appropriate Academic Dean will make a recommendation to the Provost regarding the appeal. Students who appeal by the deadline will be permitted to attend class while the appeal is under review. Responses to appeals will be provided by the end of the add/drop period. In cases where the appeal is denied, the student will be administratively dropped from all classes. No charges will be assessed and no grades assigned. Upon denial of appeal, the terms of suspension stated in the original notice will apply.

#### 4.14.D Re-Admittance Following Academic Suspension

Upon re-admittance to RMCAD after academic suspension, the student will remain on academic probation for a time period determined by the Registrar and Provost, but not less than one term.

Students who do not meet the standards designated during this second probationary term will be suspended for not less than two consecutive terms. Future probation/suspension will be decided on a case-by-case basis by, and at the discretion of, the Registrar and Provost.

### 4.15 REGISTRATION

All new students register through the Admissions Office. Thereafter, all students register for classes with their Academic Advisor each term. Registration is on a first-come, first-served basis by class. Students who do not register early may find that the classes they want or need are full. Prior to enrolling in online courses, students must complete and pass the Online Student Orientation.

#### 4.15.A Planning A Class Schedule And Registering

1. Students must review the schedule of classes published each term and prepare a tentative class schedule. The schedule for each term is available through the student portal. Academic Advisors can provide assistance regarding course requirements and availability.

2. Course prerequisites must be noted; advanced courses may not be taken until acceptable skill levels are achieved. All Foundation courses should be completed by the end of the third term. Failed courses should be repeated the next time the course is available.

3. Students requesting to register for over 16 credit hours must possess a 3.0 cumulative GPA, and obtain written permission from their Department Chair. The Registrar's Office processes the registration and notifies the student accordingly.

4. After preparing a tentative schedule, students must meet with their Academic Advisors, who assists in completing the registration process.

5. Following class registration, students must contact the Director of Financial Aid to complete financial aid paperwork. Balances not covered by financial aid must be paid in full by the first day of the month prior to the beginning of the term. Student account bills are mailed on a regular basis and individual student accounts are viewable online through the student portal. Students are responsible for reviewing account information and reporting any discrepancies to the Student Accounts Coordinator.

6. A student who wishes to audit a course should contact the Office of the Registrar. Audit students are charged the standard credit hour rate for a course (see the Financial Services/Tuition portion of the catalog for exact amounts). Auditors taking no other classes with

RMCAD must meet the same academic requirements as students registering for credit. Financial aid is not available for audited courses.

#### 4.15.B Registration For Internships In All Departments Except Interior Design

Students must first contact the Director of Career + Alumni Services to obtain an Internship Packet, and thereafter meet with potential internship site supervisors.

Once a site is identified, students must obtain all required signatures and approvals and return the Internship Packet to the Director of Career + Alumni Services. The next step is to register for the internship by submitting an Advisor Worksheet or an Add Form to the Office of the Registrar, with all required signatures: (1) Director of Career + Alumni Services, (2) Academic Advisor, and (3) Department Chair. Regular add/drop deadlines apply.

Once officially registered for an internship, students may begin clocking internship hours. Hours worked prior to official registration for an internship will not be counted toward internship requirements. Should a student be officially registered prior to the start of the term, hours may be worked prior to or during the term; however, some of the required hours must be completed during the term.

#### 4.15.C Registration For Internships In Interior Design

Registration for Interior Design internship classes must follow the guidelines set by the Chair of the Interior Design Department. Completed registration includes: (a) paperwork required by and delivered to the Director of Career + Alumni Services, with all required signatures, and (b) a standard registration form, with all required signatures, delivered to the Registrar's Office. Interior Design internships have additional requirements in the format of required workshops.

#### 4.15.D Adding/Dropping Or Withdrawing From Courses

Students must have the approval of their Academic Advisor and submit the Add/Drop Form to the Office of the Registrar to be officially removed from class. Add/drop timelines are published each term and distributed to the student body via email.

**Classes may be added, dropped, or withdrawn in the Registrar's Office as follows:**

	<b>ADD</b>	<b>DROP</b>	<b>WITHDRAW</b>
On-ground, 15-week	Day 5	Day 10	Week 8
On-ground, 7½-week	Day 3	Day 5	Week 4
Online, 8-week	Day 3	Day 7	Week 4

Students may not add a class that is closed (full). Students will remain enrolled for courses that are not officially dropped, regardless of whether they choose to attend. Tuition will be charged and grades assigned accordingly. The exception to this policy is for students who do not attend any of their classes during the first two weeks in a given term. In these instances, students will be administratively dropped from all of their classes. For courses completed in sub-sessions, the add/drop deadline for full refund and without any record academically is the end of the first week of classes.

After the add/drop period is over, students may withdraw from individual classes. Withdrawing by Week 8 for traditional or Week 4 for online and sub-session students will result in a "W" (withdraw) on the students record. After Week 8 or 4 respectively, the final grade will be assigned by the course instructor (usually an "F" for students who did not attend, drop or withdraw).

#### 4.15.E Withdrawal Due To Extenuating Circumstances

In certain circumstances, the Dean of Students may approve withdrawals (grade of "W") after the official withdrawal deadline has passed. When a student withdraws from a class, academic credit is not granted. Withdrawals after the deadline are considered based on documented extenuating circumstances beyond the control of the student. Such circumstances include, but are not limited to, involuntary military duty, extensive hospitalization/medical treatment, or other personal extenuating circumstances that prevent the student from making reasonable academic progress.

Students requesting a withdrawal after the deadline must submit documentation, along with a request for a withdrawal to the Dean of Students, no later than seven days following the last day of classes for the term in which the withdrawal is being requested. Students should communicate directly to the Dean of Students as soon as possible after a situation occurs which will likely impact their ability to complete their course(s). Delayed communication could prevent the withdrawal from being granted. All documentation will be held confidentially in accordance with FERPA regulations. Documentation does not automatically validate an exception. The Dean of Students may also seek the recommendation of faculty member(s), the student's Academic Advisor or the College Counselor, when appropriate. In addition to the documentation provided and the student's request, other factors such as past behavior may be taken into consideration in making a decision.

Please note that if 75% of the coursework has been completed, it may be advantageous to request an Incomplete, rather than a withdrawal. See section 4.10 of this handbook for the Incomplete grade policy.

#### 4.15.F Financial Aid Implications Of Dropping A Course

The Financial Aid Office will verify attendance for each assigned grade of "F" at mid-term. If an instructor indicates that the student received an "F" because the student never attended the course, grant aid will be reduced to the appropriate level, per federal regulations. Students who have their grant aid reduced will owe the College for the course but will not receive financial aid for the course. Additional information is included in the unearned aid section of this Handbook.

#### 4.15.G Notification Of The Registrar

Students may not add or drop a course without notifying the Registrar by submitting an Add/Drop Form with the signature of the Academic Advisor.

#### 4.16 TRANSCRIPTS

Transcripts are kept as permanent student records and may be obtained from the Registrar's Office by written request. All transcript requests must be signed by the student. Request forms are available on the RMCAD website or the student portal. If a current or past student account is on hold for any reason, or if a current or past student's federal student loan is in default, official transcripts will not be issued. One to two weeks are required for processing. There are two types of transcripts:

##### Unofficial Copy

The fee for an unofficial student copy of a transcript is \$3.00. The first unofficial copy of a transcript is free to current students. Students may also print an unofficial transcript from the student portal at no charge.

##### Official Copy

The official transcript has the College seal, is signed by the Registrar's Office and is provided in a sealed envelope. It is generally the only type of transcript acceptable for the transfer of credit. The fee for an official transcript is \$4.00 each.

#### 4.17 TRANSFER CREDIT

A maximum of 60 credits can be earned from external sources, including transfer credit, Advanced Placement (AP), CLEP, IB, and credit given through a portfolio review. External credit is not calculated into the RMCAD cumulative grade point average. Refer to the most recently published RMCAD catalog for the full external credit policy.

Current RMCAD students seeking transfer credit while attending RMCAD must obtain approval from the Department Chair, the Registrar, and the Provost prior to registering at the other institution. Students must submit official transcripts with final grades from the other institution to the RMCAD Registrar's Office immediately upon completion of the courses. Official transcripts are due no later than one term after completion of the courses.

#### 4.18 WITHDRAWING FROM RMCAD

In art school, students should ideally be free of all obstacles so that they can focus solely on meeting creative challenges and developing as professional artists or designers. Sometimes, however, there are significant problems that cannot be resolved. For example, a student's personal goals, abilities or attitudes may conflict with the requirements of the College, with the recommended level of student motivation, or with the recommended mental attitude. When addressed early and openly, most problems prove to be of a temporary nature. Students should discuss problems with a Counselor, an Academic Advisor, or the Provost. If circumstances prevail and a student must withdraw from the College, a formal withdrawal process must be followed. Failure to complete the withdrawal process may result in the student's official transcript being placed on HOLD.

1. The student withdrawal form is available through the Advising Office.

2. The student must notify the Financial Aid Office and complete the online Exit Interview, as applicable.

3. The student must complete the withdrawal Form, including the accompanying questionnaire, and submit it to the Registrar's Office.

4. According to RMCAD refund policy: If a refund is due to a student who has withdrawn from RMCAD, as determined by the Student Accounts Office, the refund will be mailed within 90 days of the student's completion of the formal withdrawal process.

## SECTION 5: FINANCIAL MATTERS

### 5.1 TYPES OF FINANCIAL AID

Grants + Scholarships: considered "gift aid" that does not have to be repaid. Scholarships are based on merit and are generally awarded by the Admissions Office. Grants are based on financial need and are awarded by the Financial Aid Office upon submission of the Free Application for Federal Student Aid (FAFSA).

Loans: may be taken out by a student or parent and must be repaid. Most students are eligible for some type of loan when they complete the FAFSA. A credit check is required for parent loans and alternative bank loans.

Work Study: part-time job opportunities available on- and off-campus. Work Study does not typically pay the bill for the current term but it does help a student earn money to pay for educational expenses. Students must complete the FAFSA form.

## 5.2 APPLYING FOR FINANCIAL AID AT RMCAD

1. Admitted students must submit a FAFSA to the Department of Education to be considered for any need-based funding or federal student loan. The fastest way to apply is online, by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (please enter RMCAD's school code #013991 in step six of the application).

Students should not wait to complete the FAFSA. If the family's federal tax returns are not yet complete, the student should use estimates on the application. The student can correct their application once the taxes are complete.

2. The student and parent (if applicable) should apply for a U.S. Department of Education Personal Identification Number (PIN) to sign the FAFSA application electronically. Each PIN will be valid each year the student submits the FAFSA, so be sure to keep them in a safe place!

3. The student/parent must submit any other requested paperwork to the Financial Aid Office.

### How Eligibility is Determined

A student must submit the Free Application for Federal Student Aid (FAFSA) to the Department of Education to be considered for federal, state and some types of institutional funds.

#### Federal Eligibility Criteria for Financial Aid

The eligibility requirements for financial aid are simple. A student must:

Have a high school diploma or GED

Be enrolled as a regular student working toward a degree in an eligible program

Be a U.S. citizen or eligible non-citizen

Have a valid Social Security Number

Make satisfactory academic progress

Sign a statement of purpose/certification statement on refunds and default

Register with the Selective Service, if required

Have a financial need (except for some loan programs)

Have resolved all ineligibility issues related to selling or possessing illegal drugs (see the Financial Aid Office for additional information)

The FAFSA determines what the student's family can reasonably be expected to contribute to the student's education for the academic year. This amount is called the Estimated Family Contribution (EFC), and the following factors are taken into account when determining it:

Student's annual income and assets

Parent's annual income (dependent students)

Spouse's annual income (married students)

Family assets

Family expenses

Family size

Number of family members in college

### Financial need is determined from the following formula:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

Families at all income levels can demonstrate financial need based upon their individual circumstances. The majority of families that apply are eligible for some type of financial assistance. A student's award may consist of a combination of grants, scholarships and loans.

### Important Dates

January 1 - FAFSA for the upcoming year is first available online

February 15 - Priority deadline for submission of the FAFSA for new students beginning in the summer term

March 15 - Priority deadline for submission of the FAFSA for fall applicants. Students submitting by this deadline will be considered for the maximum amount of aid they are eligible for. Some funding is limited!

Mid-April - Award letters are sent to students for the upcoming fall term. Students wishing to accept all or a portion of the aid listed on their award letter must sign and return this letter to the Financial Aid Office.

November 15 - Priority deadline for submission of the FAFSA for new students beginning in the spring term.

## 5.3 GIFT AID CRITERIA

Gift aid is "free money" that does not have to be repaid. Criteria for these awards vary by type.

### 5.3.A Scholarships For New Students

Scholarships are awarded by the Admissions Office on the basis of artistic accomplishment and potential as determined by the quality of the applicant's portfolio, or for academic achievement. Merit scholarships automatically continue, assuming the student meets the minimum requirements of the scholarship. These awards are determined during the admission process and may be awarded in addition to need-based financial aid.

### 5.3.B Scholarships For Continuing Students

Please see sections 5.27 and 5.28

### FEDERALLY FUNDED GRANTS

#### 5.3.C Federal Pell Grant

Federal Pell Grants do not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor's degree. Eligibility is determined using information provided on the Free Application for Federal Student Aid (FAFSA). Award amounts vary from \$ 1,176 to \$5,500 per academic year for persons enrolled as full-time students.

#### 5.3.D Academic Competitiveness Grant

This is a federally funded grant program for students enrolled in their first and second academic year. Students must also be a U.S. citizen, qualify for the Federal Pell Grant, be enrolled full-time, and have completed a rigorous secondary school program of study. First academic year students must have graduated from high school after January 1, 2006 and not have been previously enrolled in an undergraduate education program. The award for the first year is up to \$750. Second academic year students must have graduated from high school after January 1, 2005 and have at least a 3.0 GPA for the first academic year. The award for the second year is up to \$1,300.

### **5.3.E Federal Supplemental Education**

#### **OPPORTUNITY GRANT (FSEOG)**

This is a federally funded grant program administered by the College for undergraduates with exceptional financial need. Students must qualify for a Federal Pell Grant in order to be eligible for an FSEOG. An FSEOG does not have to be repaid. Students must be enrolled at least part-time (six credit hours or more) to qualify. Funds are limited so students are encouraged to apply for financial aid by the priority deadline. Awards range from \$100 to \$4,000 per year.

#### **STATE FUNDED GRANTS**

### **5.3.F Colorado Student Grant**

Student eligibility is based on financial need. Colorado Student Grants do not have to be repaid. Students must be a resident of the state and must have completed a Colorado Residency Form with the Financial Aid Office. Students must be enrolled at least part-time (six credit hours or more) to qualify. Funds are limited so students are encouraged to submit their FAFSA by the priority deadline. Awards range from \$1,500 to \$5,000 per year.

## **5.4 WORK STUDY PROGRAMS**

### **5.4.A Federal Work Study**

Federal Work Study provides part-time jobs for students with financial need who are enrolled at least part-time. This program allows students to earn money to help pay expenses, but in general it will not help a student pay their charges during the term in which they are employed. Eligibility is determined using information provided on the Free Application for Federal Student Aid (FAFSA). Positions are limited and students are encouraged to apply early for a position. Applications can be obtained from the Financial Aid Office once the term begins. Students working in the Work Study program will work for the College, for a public school, or for a community service organization. Salary varies from \$7.75 to \$8.25 per hour and the average work schedule is 10 to 15 hours per week.

### **5.4.B Colorado Work Study**

Colorado Work Study provides part-time jobs for students with financial need enrolled at least part-time. This program allows students to earn money to help pay expenses, but in general it will not help a student pay their charges during the term in which they are employed. Eligibility is determined using information provided on the Free Application for Federal Student Aid (FAFSA). Students must be a resident of the state and must have completed a Colorado Residency Form with the Financial Aid Office. Positions are limited and students are encouraged to apply early for a position. Applications can be obtained from the Financial Aid Office once the term begins. Students working in the Work Study program will work in a departmental position on campus. Salary varies from \$7.75 to \$8.25 per hour and the average work schedule is 10 to 15 hours per week.

## **5.5 LOAN PROGRAMS FOR STUDENTS + PARENTS**

### **5.5.A Federal Direct Stafford Student Loan (Subsidized)**

Eligibility for this type of loan is based on financial need (determined by the FAFSA form) and students must be enrolled for six credits or more to qualify. The federal government pays interest on the loan as long as the student is enrolled at least part-time (six or more credit hours per term) and during the six-month grace period. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below

part-time over a standard repayment of 10 years (other options may be available). The interest rate is fixed at a rate of 4.5 % Award maximums:

\$3,500/year – freshman (1-29 credit hours complete)

\$4,500/year – sophomore (30-59 credit hours complete)

\$5,500/year – junior and beyond (60+ credit hours complete)

\$23,000 aggregate limit

### **5.5.B Federal Direct Stafford Student Loan (Unsubsidized)**

Eligibility for this type of loan is not need-based; students must be enrolled for six credits or more and have completed the FAFSA form to qualify. Interest is charged from the time the loan is disbursed until it is paid in full. Students may choose to pay the interest or allow it to accumulate and be added to the principal amount of the loan. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below part-time over a standard repayment of 10 years (other options may be available). The interest rate is fixed at a rate of 6.8%.

Award maximums (total subsidized and unsubsidized amounts):

\$5,500/year – freshman (1-29 credit hours complete)

\$6,500/year – sophomore (30-59 credit hours complete)

\$7,500/year – junior and beyond (60+ credit hours complete)

Independent students have higher award maximums (total subsidized and unsubsidized amounts):

\$9,500/year – freshman (1-29 credit hours complete)

\$10,500/year – sophomore (30-59 credit hours complete)

\$12,500/year – junior and beyond (60+ credit hours complete)

\$31,000 aggregate limit for dependent students (total subsidized and unsubsidized amounts); \$57,500 aggregate limit for independent students, \$23,000 of which can be subsidized

### **5.5.C Federal Direct Parent Plus Loan**

Parents of dependent students may be able to borrow a PLUS loan to assist in educational expenses. Eligibility for this type of loan is not need-based and students must be enrolled for six credits or more. Unlike Stafford loans, there is not a grace period for the PLUS loans. Repayment begins immediately following the last disbursement of the loan in the first year the loan is received. Standard repayment is 10 years however, other options may be available. Parents must pass a credit check to be eligible. The PLUS interest rate is fixed at a rate of 7.9%. Interest accrues from the moment of disbursement. Parents may borrow up to cost of attendance minus all other financial aid. If the parent is denied the PLUS loan based on credit, the student may automatically be eligible to receive an additional unsubsidized Federal Stafford Student Loan up to \$4,000/year (freshman/sophomore) or up to \$5,000/year (juniors and beyond).

### **5.5.D Alternative (Private) Loans**

Alternative student loans are through private lenders. Eligibility for these loans is based on the borrower and co-signer's credit ratings. Repayment may be deferred until six-months after graduation or when enrollment status drops below part-time. Repayment period varies by lender but is usually at least 10 years. Interest rate varies by lender and may change frequently. Loan limits are determined by cost of attendance minus all other financial aid. Information on alternative student loans is available in the Financial Aid Office.

## 5.6 OTHER RESOURCES

The Financial Aid Office encourages all students to apply for outside grants and scholarships to help pay their educational expenses. Many online search engines exist to assist students. The Financial Aid Office suggests that all students register for the free outside scholarship search engine at [www.fastweb.com](http://www.fastweb.com).

## 5.7 VETERANS EDUCATIONAL + VOCATIONAL BENEFITS

These programs are available for qualified veterans and their eligible dependents. The Financial Aid Office can provide students with an application for educational benefits and help with submitting them to the Veterans Administration to determine eligibility. Students interested in Veteran Vocational Rehabilitation programs should obtain additional information from the following website: (<http://www.vba.va.gov/bln/vre/index.htm>). The Financial Aid Office recommends that all veterans of the U.S. Armed Forces contact the Veterans Administration to determine their eligibility for VA administered programs.

## 5.8 PACKAGING POLICY

Awards are made on a first-come, first-served basis. The Financial Aid Office will attempt to meet the financial need of all students who qualify, while funds are available. Eligible students will receive equal consideration.

A financial aid package will normally consist of a combination of grants, scholarships and self-help funds (Work Study and loans). Annual Stafford loan limits are divided so that a student will receive half of the annual loan limit per term. Part-time students receive a reduced amount of financial aid. Loans will be prorated for the final term of study if that final period of study is less than one academic year (two terms). For example, if a senior is enrolled for a ninth term for six credit hours, then that senior is only eligible for 6/24 of the annual loan limit of \$5,500.00 (\$1,375.00).

## 5.9 DISTRIBUTION OF FINANCIAL AID

Students awarded financial aid will have their financial aid posted to their student account 10 days prior to the start of the term, if:

1. They are enrolled for a minimum of six credit hours
2. They completed all of the required paperwork and submitted all required documentation
3. They are maintaining satisfactory academic progress

Tuition, fees and health insurance (if applicable) are automatically deducted from financial aid funds. Any excess funds are released to the student or parent to assist with living expenses.

## 5.10 VERIFICATION

Verification is a process used by the federal government and Rocky Mountain College of Art + Design (RMCAD) to ensure that information provided on the FAFSA is accurate and correct. The federal government randomly selects a percentage of applicants for this process. RMCAD may also select students to complete the verification process. Students selected for verification must complete this process in order to receive most types of federal, state and institutional assistance.

### 5.10.A Required Documents For Verification

If the student's application is selected for verification, the following documents must be submitted to the Financial Aid Office if that student would like to be considered for need-based assistance:

- Verification Worksheet

This form will be sent to the student or may be picked up from the Financial Aid Office.

- Signed copies of federal tax returns\*

Copies must be of the same year used to complete the FAFSA that was submitted and must include signatures, even if filed electronically. RMCAD requires the student's federal return in all cases. If the student is married at the time they complete the FAFSA and filed separately from their spouse, RMCAD requires the spouse's return. If the student is a dependent undergraduate, RMCAD requires the parents' federal return. If the student/spouse/parent was not required to file a federal return, please indicate this on both the FAFSA and IVF.

\* Acceptable tax returns include:

1040

1040A

1040EZ

Teletype (there is no signature line, please sign at the bottom of the form)

#### 1040NR

Foreign returns (all dollar amounts must be converted to U.S. dollars prior to submission)

Tax transcript (for those individuals that cannot obtain a copy of their official return – a transcript must be requested by completing and mailing a Form 4506 to the IRS or by calling 800.829.1040)

### 5.10.B After Verification

Verification may result in a student's award being changed if any updates were processed. Students will be notified of any changes or new awards via RMCAD email or when they receive a revised award letter in the mail.

## 5.11 DEADLINES FOR FINANCIAL AID

The priority deadline for submission of all financial aid application materials is March 15 of each year. A student may submit their documents at any time. Financial aid will be awarded assuming the student meets the minimum eligibility requirements for the available programs, and assuming that all documents are submitted and processed before the final deadline (the earlier of the student's last day of attendance of an academic year or June 30 of the award year). Students submitting documents after the final deadline will most likely not be eligible for financial aid for that year. Students should keep in mind that applications submitted after the priority deadline may not be considered for all sources of available funding; some funds are limited.

## 5.12 CORRECTIONS

If the application has an error that must be fixed by the student, RMCAD will notify the student, via email at their RMCAD account or by telephone, that they must make the correction.

### **5.13 REFERRALS TO THE OFFICE OF INSPECTOR GENERAL DEPARTMENT EDUCATION (1.800.MISUSED)**

RMCAD is required to submit for referral any credible information indicating that an applicant for Title IV assistance may have engaged in fraud or other criminal misconduct in connection with their application. Examples of the types of referrals that will be made include, but are not limited to:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income

Any credible information that any employee, third party servicer or other agent of the institution that is involved in any way with Title IV aid may be engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving Title IV programs

### **5.14 SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require the RMCAD Financial Aid Office to monitor the academic progress of all students receiving financial aid toward the completion of their degree. This process is called Satisfactory Academic Progress (SAP). The SAP policy is enforced in conjunction with all other institutional policies and procedures, including the academic probation and suspension policy.

#### **SAP is monitored using two factors:**

1. Cumulative Grade Point Average (CGPA)
2. Cumulative Maximum Time Frame (CMTF) Percentage:
  - All completed courses
  - All attempted courses

In addition to monitoring CMTF every term, students are also required to complete their degree within 150% of the minimum credits required to graduate. For example, a student may attempt a maximum of 189 term hours, as students are generally required to complete 126 term hours in order to graduate. Once a student has attempted 150% of the minimum credits required to graduate, they are no longer eligible for financial aid at RMCAD.

#### **5.14.A DEFINITIONS FOR SAP CONSIDERATION**

Grades of "W" "F" or "I" do not count as successful completion of a course. In the case of a class taken more than once, both grades will be counted toward CGPA and the hours for both attempts will be used in the CMTF calculation.

#### **5.14.B MONITORING SAP**

SAP is monitored at the end of each term once final grades are in. Students will be notified after SAP is determined if they do not meet the following criteria by a letter sent via the U.S. Postal Service and by email at their RMCAD email account.

#### **5.14.C MINIMUM SAP REQUIREMENTS TO MAINTAIN FINANCIAL AID ELIGIBILITY**

Students must maintain a CGPA of at least 2.0

Students must maintain a CMTF of at least 67% (courses used here will be those in which the student is enrolled at the Week 3 census date).

### **5.15 FINANCIAL AID PROBATION**

Students failing to meet either the CGPA or CMTF minimum requirements are automatically placed on financial aid probation for one term. Students on probation will still be eligible to receive financial aid. Students must meet both the minimum CGPA and CMTF requirements by the end of the probationary term for their financial aid eligibility to continue.

### **5.16 FINANCIAL AID SUSPENSION**

Students that fail to meet either the CGPA or CMTF minimum requirements by the end of the probationary term will be placed on financial aid suspension. The suspension period is at the discretion of the Director of Financial Aid but will be no less than two consecutive terms. Once the period of suspension is over, the student will be placed back on probation for their first term back on financial aid.

### **5.17 SPECIAL PROBATION/SUSPENSION RULES FOR FIRST-TERM STUDENTS**

First-term RMCAD students who have a CGPA of less than 1.00 will not be granted a probationary period and will automatically be placed on financial aid suspension. CMTF will be monitored after a new student's first two terms at RMCAD (and every term thereafter). All other probation and suspension rules mentioned above apply to first-term students.

### **5.18 FINANCIAL AID SUSPENSION APPEAL PROCESS**

Students who are placed on suspension and have extenuating circumstances surrounding their failure to abide by the above criteria may appeal their suspension. All appeals must be made in writing and must be submitted to the Director of Financial Aid no later than the first week of the term of suspension. Students who appeal by this deadline will be permitted to attend class while their appeal is under review. Responses to appeals will be made in writing by the end of the add/drop period. In cases where the appeal is denied, students will be administratively dropped from all of their classes. No charges will be assessed and no grades will be assigned. The original term of suspension will then apply. The outcome of an appeal will depend on the circumstances, the documentation provided, and the student's attempt at making SAP. Examples of proper documentation include, but are not limited to, statements from physicians, members of the clergy or a counseling psychologist.

### **5.19 WITHDRAWING + FINANCIAL AID**

A student that leaves RMCAD during any term must follow these withdrawal procedures:

Contact the Office of the Registrar or the Advising Office to obtain a Withdrawal Form

Notify the Financial Aid Office of the withdrawal

Any student that begins classes at RMCAD, applies for financial aid, completes all of the requirements to obtain that aid, and then withdraws from their classes may have their financial aid adjusted according to federal, state, and institutional regulations.

#### **Federal Regulations Regarding Withdrawals**

For the purposes of this discussion, the following funds are included in the calculations described below:

Federal Direct Stafford Loans (Unsubsidized)

Federal Direct Stafford Loans (Subsidized)

Federal Direct Parent PLUS Loans

Federal Pell Grants

Academic Competitiveness Grants

Federal SEOG Grants

## 5.20 EARNED TITLE IV AID

Title IV funds are awarded to students under the assumption that they will attend school for the entire period that the aid is awarded. Upon withdrawing from RMCAD, a student may no longer be eligible for the entire amount of Title IV aid they were awarded and/or received. The RMCAD Financial Aid Office is required to calculate how much of the Title IV aid the student is eligible for.

Federal regulations state that a student earns Title IV aid based on the period of time they remain enrolled for a particular term:

Enrolled Days = % of Title IV Aid Earned

### Days in the Enrollment Period

Percentages are calculated to four decimal places and then rounded to three. The third decimal place is rounded up if the fourth decimal place is 5 or greater. The only exception to this rule occurs when students have reached the 60% point. If the student remains enrolled beyond the 60% point, they have earned all of their Title IV aid for that period.

Failure to Earn a Passing Grade in All Classes and/or to Complete the Official Withdrawal Process

Any student that begins classes at RMCAD, applies for financial aid, completes all of the requirements to obtain that aid, and then fails to receive a passing grade in all of their classes for the term (or fails to complete the withdrawal process listed above) may have their financial aid adjusted according to federal, state and institutional regulations (all regulations below apply to students in this situation). Students in this situation will have their Title IV withdrawal calculated at the 50% point unless their Instructor submits written proof that they were enrolled beyond that point.

## 5.21 POST-WITHDRAWAL DISBURSEMENTS

If the amount disbursed is less than the amount the student is eligible to receive, the student will receive a post-withdrawal disbursement to their tuition account at RMCAD. If this post-withdrawal disbursement contains loan funds, the student may elect to decline these funds so they do not incur additional debt. The student will be notified of any post-withdrawal disbursements owed to them via email at their RMCAD account as well as by mail. The student must respond within 14 days of the date of the letter. No response will be considered a denial of any loan funds offered. RMCAD may automatically use all or a portion of a post-withdrawal disbursement (including accepted loan funds) for tuition, fees, or room and board charges. For all other charges on the student's account, the student must authorize the school to use the post-withdrawal disbursement to cover them. If the student does not authorize RMCAD to use these funds, they will be refunded to the student and they will be required to pay any balance due.

Earned aid will show as a credit on the student's tuition account and may be refunded to them if it exceeds all charges. Any portion of Title IV aid that the student has earned but has not received for the term will be disbursed to the student's tuition account.

There are some types of Title IV aid that the student may be scheduled to receive that they cannot earn once they have withdrawn because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of their program before withdrawing, they will not earn any FFEL loan funds that would have received had they remained enrolled past the 30th day.

## 5.22 REPAYMENT OF UNEARNED AID

If the amount disbursed to the student is greater than the amount they are eligible to receive, the amount over must be returned. If a balance is created on the student's RMCAD tuition account, the student will be billed and is responsible for these charges. This means that the student may be required to return all or a portion of a refund check they have received from RMCAD. Students must make arrangements to pay any amounts due within 30 days of the date of the bill. Failure to make these payments will result in your account being turned over to a collection agency.

The unearned portion of a student's aid must be returned to the Department of Education. The responsibility to repay this aid is shared by the student and RMCAD. RMCAD's share is the lesser of:

The total amount of unearned aid; or The institutional charges for the term multiplied by the percentage of unearned aid.

The student must return any remaining amount. Any loan amounts that must be returned (either the student's loan or the student's parent's PLUS loan) must be repaid in accordance with the terms of that loan's promissory note (i.e. the student will make scheduled payments to the holder of the loan over a period of time).

Any unearned grant funds that the student must repay are called an overpayment. The amount that the student must repay is equal to half of the unearned amount. RMCAD will return any grant funds required on the student's behalf, and the amounts paid on the student's behalf will be charged to the student's tuition account. The student must make arrangements with RMCAD to pay back the unearned grant funds within 30 days of the date of the bill.

## 5.23 QUESTIONS

Students with questions about the financial aid process can call the Financial Aid Office (303.753.6046) or the Federal Student Aid Information Center (800.4.FEDAID). The Financial Aid Office is open from 8 am-5 pm (MST), Monday through Friday, and the Federal Student Aid Information Center is open from 8 am-midnight (EST), seven days a week. TTY users may call the Federal Student Aid Information Center at 800.730.8913. The Center also has information online at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## 5.24 STATE + INSTITUTIONAL REGULATIONS REGARDING WITHDRAWALS

All state and institutional grants for the withdrawal term will be reduced if they exceed the student's tuition charges for that term. If the student withdrew and all of their tuition is not refunded to them, any state or institutional grants they received for that term can be used to help cover this expense; not to exceed tuition.

If the student has taken out a private loan for the withdrawal term and the student has a credit on their account after all other aid has been returned according to the regulations listed above, RMCAD will return private loan funds to the student's lender. The amount returned will be the lesser of the credit amount on the student's tuition account or the total amount of the private loan for the term. Any remaining credit will be sent to the student in the form of a check from the Student Accounts Office.

## 5.25 FINANCIAL AID + STUDY ABROAD PROGRAMS

Students wishing to participate in a Study Abroad or a Semester at Sea program may inquire with the RMCAD Financial Aid Office about potential financial aid options for the program. The student must first obtain written confirmation from the Office of the Registrar that the program and related courses will meet the transfer credit criteria. Second, the student must obtain written confirmation from the appropriate Department Chair(s) that the course credits will be accepted as credit toward the degree requirements. Please note that some courses are subject to portfolio review prior to the granting of credit. If for any reason a grade of "C-" or below is earned, or the student does not present an adequate portfolio, aid may be cancelled. Once the student has obtained the necessary written confirmations, they should contact the Financial Aid Office so that a consortium agreement can be signed between the financial aid offices of both institutions. Before credits and financial aid will be finalized, the student must provide RMCAD with official transcripts once the outside program is completed. The Director of Financial Aid is available to assist with this process as needed, and to answer questions about financial aid and study abroad.

## 5.26 SCHOLARSHIPS

The Financial Aid Office encourages students to look for all sources of free financial aid, and staff members are available to assist students seeking external scholarships. Students can search for scholarships on the Internet by typing in the key word "scholarships," or by using one of the many scholarship search engines. A list of websites can be obtained from the Financial Aid Office. There are also scholarship books available in the Library/Resource Center.

## 5.27 RMCAD INSTITUTIONAL MEMORIAL AND MERIT SCHOLARSHIP AWARDS

Memorial and Merit Scholarships are awarded to current RMCAD students on a year-round basis. This is a private scholarship program initiated by Philip J. Steele, founder of the College. The scholarships are awarded to both full-time and part-time students who have proven themselves through outstanding work and effort. The award is based on a portfolio, an essay, the cumulative grade point average and the academic year. Rocky Mountain College of Art + Design awards the following departmental Memorial Scholarships:

The Paul W. Hall Memorial Scholarship

(Animation: 2-D and 3-D)

The C.W. McNamara Memorial Scholarship (Art Education)

The Chuck Mattox Memorial Scholarship

(Fine Arts: Painting, Sculpture, and Photo + Video)

The David W. Bozeman Memorial Scholarship

(Communications Design)

The Charlene Cosgrove Memorial Scholarship (Illustration)

The Roy Maddox Memorial Scholarship (Interior Design)

The William LeBarth Steele Memorial Scholarship

(all freshmen)

The Brooke McElwain Memorial Scholarship (all departments)

The Gerald Ehrhart Memorial Scholarship (all departments)

The amount of the scholarship award is based on the student's enrollment status for the term that the scholarship is used.

There are three Scholarship Competitions each year. To be eligible for an award, students must be currently enrolled for at least six credits, have declared a major, and be working toward one of RMCAD's degrees. All students will be notified about this competition via his/her RMCAD email account at each academic term.

## 5.28 RMCAD MEMORIAL NEED-BASED SCHOLARSHIP AWARDS

Memorial Need-Based Scholarships are awarded to current RMCAD students on a year-round basis. These institutional scholarships were created to honor the memory of students, staff, faculty and friends of the College who were valuable members of our community and are greatly missed. Donations to any of these scholarship funds may be made through the nonprofit Philip J. Steele Arts Education Foundation. The following three Memorial Need-Based Scholarships are available:

The Allegra Bonfiglio Memorial Scholarship

The Ambriel Wagoner Memorial Scholarship

The Greg Quinlan Memorial Scholarship

Each of these scholarship awards is \$1,000 per term for two terms. Awards are based on financial need as well as an essay explaining why these additional funds are needed. To apply, please contact the Financial Aid Office.

## 5.29 TUITION BILLING PROCESS

The RMCAD billing process is centralized in the Office of the Student Accounts Coordinator. All questions about specific student accounts should be directed to the Student Accounts Coordinator. Each student should review all bills that are mailed to them or they should regularly review their student account on the student portal.

If all or part of the student account charges will be paid with financial aid, be sure that all financial aid paperwork has been completed and submitted in a timely manner. Only approved or estimated financial aid is reflected on the student account billing. Financial aid paperwork is the student's responsibility and it will determine the actual remaining liability for each term.

Under federal law, if a student is over the age of 18, they are considered to be legally responsible for their own financial obligations, including all academic charges. Therefore all bills will be in the student's name and sent to their mailing address.

### 5.29.A Billing Address

A student's current mailing address will be used for all College mail, including billing statements, unless the College/Student Accounts Office has been provided with a separate billing address. The billing address will be used for billing purposes only.

## 5.30 TUITION PAYMENT PROCESS

Tuition at RMCAD must be prearranged by the first day of the month in which the term begins. Tuition is considered arranged only if tuition is: paid in full; financial aid is approved and will cover all costs; or if an official RMCAD student payment plan has been submitted and approved to cover any remaining costs after any financial aid.

All payments are due on the first day of every month.

Payments may be made in person at the RMCAD Information Desk on the first floor of the Texas Building or electronically through the student portal. We accept cash, check and all major credit cards. Payments may also be mailed to our main address at: RMCAD, 1600 Pierce St, Lakewood, CO 80214. Payments must include the student's ID number to ensure proper handling.

### 5.30.A Automated Monthly Tuition

#### AUTOMATIC PAYMENT PLAN OPTION

Student payment plans should be arranged with the Office of the Student Accounts Coordinator. All payments are due on the first of every month. Students wishing to pay with a payment plan over the term will be mailed the necessary paperwork upon request. This paperwork must be signed and returned promptly, with the \$25 per-term, non-refundable set-up fee, before the payment plan is activated and made official. Payment plans must be renewed each term. Payment plans will be arranged for the total balance due on the student's account, minus any completed and approved financial aid. Tuition must be paid in full before a student will be allowed to continue to the next term.

Students may choose to have their monthly payment plan automatically deducted from a designated checking or savings account of their choice, or they can mail or deliver their payment each month. Students also have the option of making their monthly payments via the student portal.

Payments are considered late if not received by the fifth of each month. Late payments will result in a \$50 late fee and the unpaid balance will be subject to interest charges at the rate of 1% per month (12% APR) until the balance is paid in full.

Some bank or credit card companies may assess additional charges if there are insufficient funds or available credit for the scheduled payment. Students are responsible for reviewing all bank account/credit card statements carefully and being aware of the timing of each scheduled monthly payment.

### 5.31 STUDENT ACCOUNTS – CURRENT, DELINQUENT AND ON HOLD

#### 5.31.A Current Accounts

In order for a student to register for classes in an upcoming term, a student's tuition account must be current. In order to be considered current, one of the following must apply:

- 1) Total payment due must have arrived by the due date;
- 2) Student must have completed all financial aid paperwork;

OR

- 3) Student must have submitted complete and approved paperwork from the appropriate outside agency. (i.e.: Vocational Rehabilitation, Veterans Administration, or an employer), that states how much of the tuition the agency will be paying.

Outside Agency Payments >> Note: If an outside agency/employer requires proof of a passing grade before they will send payment, the student must pay the tuition bill to continue attending class and then the student will receive their reimbursement from the agency/employer after the final term grades are released. Any outside agency authorization forms should also declare whether or not the agency will pay for books and supplies or other incidental charges. Complying with an outside agency's documentation requirements is the student's responsibility.

Once all paperwork (financial aid or from an outside agency) has been submitted and approved, the student's payment plan will be adjusted to reflect any contribution. If an overpayment results once all charges have been satisfied, a student has three options:

- 1) Leave the credit balance on account for a future term;
- 2) Move all or part of the credit balance into their personal prepaid store account or create a bookstore voucher usable at the RMCAD online bookstore ([bookstore.rmcad.edu](http://bookstore.rmcad.edu)); OR
- 3) Receive a refund.

Please contact the Director of Financial Aid or the Student Accounts Coordinator to provide overpayment instructions.

#### 5.31.B Accounts "On Hold" And Delinquent Accounts

If the student account is determined to be delinquent and the student has not completed required paperwork (financial aid, payment plan or outside agency documentation), their account will be placed on HOLD status. Students on HOLD are ineligible to receive official transcripts and they cannot register for future terms until the account is satisfied. In the case of graduation, the student's RMCAD diploma will be held until the HOLD status is removed.

Students who are placed on HOLD after registration for a given term, and who are still on HOLD one week prior to the start date for the term, may be dropped from classes for the upcoming term. Reenrollment is subject to space availability. The Student Accounts Coordinator may provide additional information about the status of a student's account for a business office HOLD.

#### Sanctions against delinquent accounts:

- All student accounts must be paid in full for a prior term before the student will be permitted to register and attend classes for the next term.
- Payment of student accounts must be received by the due date to avoid a late fee of \$50.00 per month.
- Any unpaid balance more than 30 days past due will also be subject to interest charges at the rate of 1% per month (12% APR).
- Failure to meet financial aid requirements or complete required paperwork during the term will cause the entire unpaid balance to be subject to late fees and interest charges.
- Delinquent student accounts will be turned over to an outside collection agency, which may impact the student's credit rating. The collection agency will assess additional charges (including, but not limited to, interest charges, legal fees and other costs of collection).
- Once an account has been submitted to collections, the student must make future payment arrangements directly with the collection agency. Students whose accounts have been turned over to a collection agency will remain on HOLD until the collection agency notifies the RMCAD the account has been paid in full. This may take up to 30 days after the final payment has arrived at the collection agency.

#### 5.32 PAYMENT BY CHECK

When receiving a check as payment, the College is authorized to use the information from the check to make a one-time electronic fund transfer from the designated bank account or to process the account as a check transaction. When information from the check is used to make an electronic fund transfer, funds may be withdrawn from the account as soon as the same day as payment is made. When payments are received at the College by check, financial institutions will not return the check to the checking account owner. Any inquiries about the check payment process should be directed to the College's Controller.

#### 5.33 RETURNED CHECK POLICY

Each personal check that is accepted by any unit of the College and is returned by the bank is subject to a \$25.00 returned check fee.

#### 5.34 DISCLOSURES MADE PURSUANT TO TRUTH-IN-LENDING ACT

All charges on student account are due and payable on or before the due date on the billing statement. Monthly billings will be issued for any account with an outstanding balance.

1)Conditions Under Which A Service Charge May Be Imposed

a.Services charges are imposed on all unpaid billing charges.

2)Method of Determining Service Charge

a.\$50.00 late fee will be charged each month for accounts that have not been paid by the billing due date.

3)Conditions Under Which Interest Charges May be Imposed

a. Balances over 30 days past due will be subject to interest charges at the rate of 1% per month (12% APR).

**5.35 BILLING RIGHTS SUMMARY**

If a possible error is found on a student account bill, or if more information is needed about a transaction, RMCAD should be immediately contacted in writing at the address shown on the bill. The Student Accounts Office may also be contact by telephone at 303-753-6046.

**5.36 TUITION REFUNDS**

Refer to the Tuition and Health Insurance Refund and Grade Policy Chart for details in Section 5.37.The tuition refund is based on the date the student notifies the Registrar’s Office of their intent to withdraw or drop a class. Students must follow the procedures outlined in section 4.15.D of this handbook to withdraw from individual courses, or to withdraw from all courses at the College.

The portion of tuition refund/cancellation is computed from the first day of the term; not class meeting pattern. If a student’s initial registration includes blocked classes or short courses that begin at a later date, the refund/cancellation will still be computed from the first day of the term. When a student who receives federal financial aid withdraws from the College, they may owe a repayment of federal funds and/or be due a refund from RMCAD or owe an additional amount to RMCAD.The Federal Return of Funds policy will supersede any refunds due under the RMCAD policy. Refer to the financial aid section of this handbook for additional information.

**5.36.A Withdrawing From All Courses**

The Return to Title IV Funds regulations apply when a student receives federal aid, and: withdraws; drops out; takes an unapproved leave of absence; fails to return from an approved leave of absence; is expelled; or otherwise fails to complete the period of enrollment for which they were charged. This policy is mandated by the federal government. For additional information refer to the financial aid section of this handbook.

**5.36.B Refunds And Cancellations**

It is the student’s responsibility to officially drop a class or withdraw from the College. Refunds will be calculated based on the date the student notifies the Registrar’s Office of such intent, regardless of the last date of attendance. Refer to theTuition and Housing Refund and Grade Policy Chart for details.

**5.37 TUITION\* AND HEALTH INSURANCE REFUND CHART**

It is the student’s responsibility to officially drop a course or withdraw from the College. Refunds will be calculated based on the date the student notifies the Registrar’s office of such intent, regardless of the last date of attendance. Please see section 4.15 of this handbook for information regarding add/ drop and withdraw policies and procedures.

**Effect of dropping individual classes (standard length term):**

Week of the Term	% of refund
Week 1	100
Week 2	90
Weeks 3+	0

**Effect of withdrawing from all classes (standard length term):**

Week of the Term	% of refund
Week 1	100
Week 2	90
Week 3	75
Week 4	50
Weeks 5+	0

\* A different refund schedule may apply for courses with non-standard lengths offered by RMCAD. Please review documentation received when registering for non-standard courses.