

OTIS COLLEGE OF ART AND DESIGN

OTIS

THIS IS YOUR 2009-2010 STUDENT HANDBOOK,
PERSONAL SKETCHBOOK & ACADEMIC PLANNER.

DESIGN YOUR COVER



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WELCOME

Welcome Otis Students!

On behalf of the Office of Student Affairs, welcome to another exciting academic year!

This handbook will help to make your experience at Otis satisfying and successful. Contained within the handbook is information regarding academic policies; facilities and resources; financial information; general information and campus policies; Otis Code of Conduct; and information on health, safety and emergency procedures.

The handbook clarifies the expectations and standards we have for you as an active member of the Otis community. The Office of Student Affairs creates an environment that enhances and supports student learning, student development, and student wellness. In addition, we will provide you with opportunities for self-reflection, self-discovery, and personal and career development.

Please contact me or any of the Student Affairs Staff if we can assist you in any way. The Office of Student Affairs can be reached at 310.665.6960 or student@otis.edu.

May you have a successful year at Otis!

Sincerely,

Laura S. Kiralla, Ed.D.
Dean of Student Affairs

INTRODUCTION

HOW TO USE THE STUDENT HANDBOOK

The Student Handbook is published by the Office of Student Affairs as a resource and reference. If you have questions about academic policies, facilities, or services, the Student Handbook is the first place to look. A brief description of the various offices with which you may interact follows. If you have concerns or questions, please feel free to stop by to see the administrative staff. Any questions concerning your major or academic classes should be directed first to your individual department. If your department assistant or chair is unable to resolve your concerns, you may contact the Provost's Office on the 2nd floor in Ahmanson Hall for assistance.

STUDENT AFFAIRS

The Office of Student Affairs is committed to providing services and experiences that complement and enhance the artistic mission of Otis and foster holistic student development. Student Affairs is a central administrative office for student-related campus policies and standards and student advocacy, support, and wellness.

Student Affairs holds students central to everything we do and seeks the following goals:

- Enhance and support student learning, student development, and student wellness.
- Create and monitor campus policy and procedures in support of student advocacy, persistence, and student success.
- Guide and facilitate student reflection, self-discovery, and personal and career development.
- Educate students about healthy lifestyle choices.
- Build community.

STUDENT AFFAIRS PROGRAMS & SERVICES

NOTE

Throughout the handbook, x#### refers to the extension you dial following the number (310) 665. For Example, x6962 is (310) 665 6962. If an extension begins with a 2XXX, then the prefix is (310) 846.

CAREER SERVICES

(1st floor, Ahmanson, careerservices@otis.edu, ldarocca@otis.edu, x6966, cehrenberg@otis.edu x6962)

Career Services provides students and alumni with programs and services to help them in their professional growth and to become successful in their careers.

CAREER PROGRAMS: Exhibition Preview (spring term), Internship Fair (spring term), On-Campus Recruitment, Employer Information Sessions.

CAREER SERVICES: Comprehensive website, On-line Job Board (Full-time, Part-time, Internship, and Freelance), Career Counseling, Internship and Job Search Assistance, Career Assessments, Interview Training and Skill Development, Portfolio and Reel Reviews, Resumé and Cover Letter Guidance. To access the Otis Job Board go to www.otis.edu/career and log on with your Otis X number.

RESIDENTIAL LIFE AND HOUSING

(mrichards@otis.edu, x6967)

STUDENT HOUSING at Playa Del Oro is open to incoming first year students on a first-come basis due to space limitations. More than just a place to sleep and to study, the program offers a living-learning environment that promotes individual and collaborative growth and development. See pg. 64 for further information.

The Office of Residence Life and Housing is located in the Office of Student Affairs, adjacent to the Student Lounge on the Goldsmith Campus. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Resident Assistants are on duty every night from 9:00 p.m. to 7:00 a.m.

PHILOSOPHY

The Otis residential community provides accommodations for first-year and transfer students. In addition, the students, residential community staff, and the College administration contribute to the community's social, physical, and intellectual development. The residential staff creates a community atmosphere that is both academically and socially stimulating, encouraging student growth and development through programming. Each resident

assumes responsibility for his/her own actions and assists in maintaining a comfortable and safe living environment.

ASSISTANT DEAN OF STUDENT AFFAIRS

The Assistant Dean of Student Affairs is a full-time housing professional responsible for housing and residential life, student activities, and orientation programs. The individual holds a master's degree. The Assistant Dean acts as a liaison between residential students and the College community by overseeing the entire residence life program. The Assistant Dean supervises the resident assistants, works with the staff to provide for their continued training and development, and develops programming that enhances the living environment. The Assistant Dean also oversees the residence life student conduct system. The Assistant Dean reports to the Dean of Student Affairs.

RESIDENT ASSISTANTS

Resident Assistants (RAs) are full-time students who oversee the development of their specific units. As representatives of the Office of Residence Life and Housing, they are selected based on strong leadership abilities, willingness to assist their fellow students, role modeling skills, and maturity. The RA's primary goals are to assist students to develop a positive living and learning environment, to support diversity, and to contribute to the personal growth of all residents.

ORIENTATION PROGRAMS

All incoming students learn more about the Otis College experience. Students begin to build long lasting relationships with their peers and other College constituencies.

STUDENT COUNSELING SERVICES

(To schedule appointments email coun@otis.edu, 310.846.2639)

Free confidential psychological counseling services and an array of preventative, supportive, psycho-educational groups, classes, and workshops are offered for currently enrolled students. A licensed Clinical Psychologist and two registered Post-Doctoral

Interns, under the supervision of the Director of Counseling Services, provide clinical services. Please contact Fred L. Barnes, Ph. D. (310) 665-6968 or (877) 452-8301, flbarnes@otis.edu or Modesty Briggs, Administrative Assistant at (310) 846- 2639 or mbriggs@otis.edu. In the event of a crisis or emergency, please call 877-452-8301 or 911.

STUDENT RESOURCES CENTER (SRC)

(1st floor Ahmanson, (310) 846-2554, src@otis.edu)

The SRC is a technology-based environment that serves the entire student body. Services include tutoring, computer-based services, and services for international students and students with disabilities. Learning resources provide training and workshops to aid in writing skills, on-line services for learning and research, and Internet resources for English literacy.

Half-hour and hour sessions in Math, Art History, and Reading and Writing are offered by peer tutors who assist students in reviewing class notes, discuss key concepts in assigned texts, prepare for exams, and assist in organizing papers. Sessions are walk-in or by appointment. Students may also use the online tutoring service at tutors@otis.edu.

STUDENT CONDUCT AND DISCIPLINE

(lkiralla@otis.edu)

The Student Code of Conduct (pg. 72) aims to assist students in becoming aware of their responsibilities, rights, and obligations. It is understood that students will conduct themselves in a manner compatible with the artistic and educational mission of the College. The Student Code of Conduct outlines procedures for due process. Students are encouraged to contact the Dean of Student Affairs with questions or concerns regarding campus conduct.

STUDENT LIFE AND CAMPUS ACTIVITIES

Clubs and Organizations

(1st floor, Ahmanson, student@otis.edu, x6960)

Student Activities includes all student club and organizations, the Student Government Association, management of the Student Lounge, campus-wide student events, and sport equipment checkout.

STUDENT GOVERNMENT ASSOCIATION

(1st Floor, Ahmanson, sga@otis.edu, x6960)

The Student Government Association (SGA) is a formalized structure that reflects student needs, concerns and issues. All enrolled students are considered members of the SGA, and all students enrolled in degree-seeking programs are eligible to hold positions in the SGA upon meeting minimum requirements.

The SGA consists of two bodies, the Executive Board and the Legislative Board. The Executive board consists of five officers, including the President, Vice President, Secretary, Treasurer, and Chief of Communications. Elections are held in April each year; all Otis students qualifying may run for any position. Members of the Legislative Board represent the various clubs and organizations at Otis. These representatives are either elected leaders of the club/ organization or appointed by the Advisor of their respective club/organization.

The SGA meets with the SGA Advisor, Otis faculty, staff and administration on a regular basis. Officers and representatives are asked to provide feedback on institutional issues to voice the concerns and perspectives of the student body. The group also plans activities and events for the campus, maintains regular communication with students, and represents the student body on various College committees, task forces, and work groups and at official College functions.

INTERNATIONAL STUDENT SERVICES

ananse@otis.edu, (310) 846-2554

Support for international students is available through the SRC. Cross-cultural services such as International Student Orientation, International Student Reception, and acculturation assistance are provided. Contact Dr. Carol D.Branch.

STUDENTS WITH DISABILITIES SERVICES

ananse@otis.edu, (310) 846-2554

Students with Disabilities Services is responsible

STUDENT AFFAIRS PROGRAMS & SERVICES

for providing services and determining reasonable accommodations for students with disabilities based on supporting documentation. Students with Disabilities Services is dedicated to maintaining an environment which guarantees all students with disabilities at Otis the best access possible to its educational programs, activities, and facilities. Our goal is to enable students to fully participate in all academic, cultural, and social aspects of the educational experience at Otis.

If you have a documented disability that may impact you as a student at Otis College of Art and Design, contact Students with Disabilities Services (located in the Student Resources Center, ext. 2554) before you need any accommodations. SDS will verify your documentation (or advise you as to the proper documentation needed) and send a "Notification Letter" to the professors of the classes you request. No professor can give accommodations without an official written request from Students with Disabilities Services. Retroactive accommodations are not provided, so please be sure to make your request early in the term. All discussions will remain confidential.

Otis complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the ADA, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or activities of Otis College of Art and Design. In carrying out this policy, we recognize that disabilities include mobility, sensory, health, psychological, and learning disabilities and we will provide reasonable accommodations to qualified individuals with disabilities, to the extent it is readily achievable to do so. We are unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program or activity.

STUDENT ACCIDENT, SICKNESS AND MEDICAL INSURANCE PROGRAMS

(student@otis.edu, x6960)

As part of enrollment fees, all Otis students are

automatically covered by the Student Accident Insurance Program for campus-related activities. In the event of an accident or injury, the student should immediately report the injury to their academic department. If students need to seek medical treatment, a claim form must be obtained from their department or the Office of Student Affairs. The student must present the claim form to the medical provider at the time of the initial treatment. Students will need to present the claim form for any follow-up or further treatment(s).

A Voluntary Sickness and Health Insurance Plan is available to enrolled students. This program is voluntary and students pay the insurance provider. Health Insurance Brochures can be picked-up in the Office of Student Affairs.

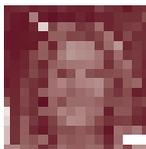
Effective Fall 2009, all incoming and readmitted international students (F-1, J-1, or M-1 visa only) are required to be insured under the International Student Health Insurance Plan provided by the College and will be automatically enrolled at the time of Registration.

DEAN OF STUDENT AFFAIRS OFFICE

(lkiralla@otis.edu, x6960, jbryan@otis.edu x2585)

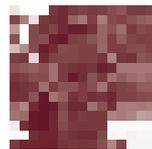
The Dean of Student Affairs Office administers and oversees programs and services in support of student engagement and retention. In addition to services, the Dean's Office coordinates Commencement and supports campus events like the annual Health and Wellness Fair and the First Year Initiative (FYI).

STUDENT AFFAIRS STAFF



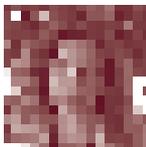
Laura S. Kiralla, Ed.D.

Dean of Student Affairs
lkiralla@otis.edu
x6960



Julie Bryan

Assistant to the Dean of Student Affairs
student@otis.edu
x6960



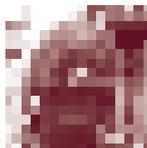
Laura Daroca, MFA
Director, Career Services
ldaroca@otis.edu
x6966



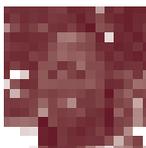
Cassie Ehrenberg
Assistant Director
cehrenberg@otis.edu
x6962



Michael Richards, MBA
Director of Residence
Life and Orientation
mrichards@otis.edu
x6967



Fred Barnes, Ph.D.
Director, Student
Counseling Services
fbarnes@otis.edu
x6968

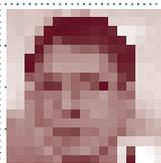


Carol D. Branch, Ph.D.
Director, Student
Resources
ananse@otis.edu
(310) 846 2554



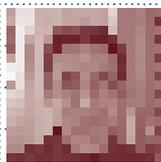
Modesty Briggs
Administrative
Assistant, Student
Counseling Services
mbriggs@otis.edu
(310) 846 2639

LEADERSHIP & ADMINISTRATIVE OFFICES



Samuel Hoi – President

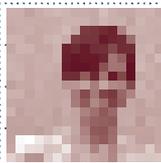
The President, as Otis' chief executive officer, is responsible for its mission, vision, success, and wellbeing. Working with the Board of Trustees, Provost, and the Vice Presidents, the President oversees the College's strategic long-range planning, enrollment and curriculum, fundraising and fiscal management, external relations and community engagement.



John S. Gordon – Provost

Ahmanson Hall –2nd Floor (jgordon@otis.edu, x6988)

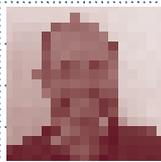
The Provost is the chief academic officer of the College and acts on behalf of the President in the President's absence. The Provost is responsible for the quality of all the College's academic programs and departments, including the following academic support areas: Academic Computing, the Library, Technical Support Services, and the Otis Galleries.



Gwynne Keathley – Associate Provost

Ahmanson Hall –2nd Floor (gkeathley@otis.edu, (310) 846 2628)

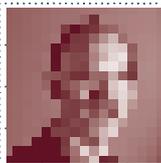
The Associate Provost works closely with the Provost to ensure the quality and integrity of all Otis' academic departments and academic support services, and provides guidance and oversight to the academic leaders in the absence of the Provost. The Associate Provost is also the primary liaison to the College's academic accrediting agencies, and in this capacity holds primary responsibility for the oversight of the academic assessment efforts.



Ed Schoenberg – Vice President of Enrollment Management

Ahmanson Hall –2nd Floor (eschoenb@otis.edu, x6865)

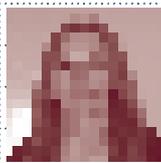
The Vice President of Enrollment Management serves as the campus senior officer responsible for all of the College's enrollment and student services functions. Students and parents are encouraged to contact the Vice President as necessary.



Marc Meredith - Assistant Vice President for Enrollment Management and Dean of Admissions

Ahmanson Hall - 2nd Floor (marcm@otis.edu, x6820)

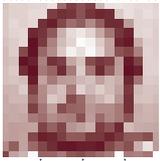
The Assistant Vice President of Enrollment Management and Dean of Admissions works closely with the Vice President on all enrollment matters and also oversees the College's Admissions Program.



April Kullis – Executive Assistant to the Provost and the Vice President of Enrollment Management

(akullis@otis.edu, x6988)

The Assistant to the Provost and Vice President of Enrollment Management serves as the initial contact for both offices. Students may make appointments to meet with the Provost or the Vice President to discuss any academic or enrollment matter.



Felipe Gutierrez – Director, Academic Computing Services

Ahmanson Hall–4th Floor (otislab@otis.edu, x6810)

Academic Computing oversees all academic labs and computing functions as they pertain to academic programs. This includes managing the Computer Center, which encompasses the Open-Access labs, Computer Classrooms, instructional lab in the SRC, Media Lab as well as color output services software support and documentation.

Monique Ramsey – Director, Student Accounts

Ahmanson Hall–2nd Floor (mramsey@otis.edu, x6837)

Student Accounts provides direction on payment options and account balances.

Carlene Feichter – Controller, Business Office

Ahmanson Hall–2nd Floor (businessoffice@otis.edu, x6830)

The Business Office handles all the accounting functions of the College. All payments for tuition and fees are to be made at the Cashier's window in the Business Office. The Business Office also processes paychecks and refund checks.



Marlena Donohue – Coordinator, Educational Advising

Ahmanson Hall - 5th Floor (mndonohue@otis.edu, x6804)

Educational and Career Advising is a sequential process that engages students in a reflective consideration of their own fundamental educational and career issues.

Claude Nica – Director, Operations

Ahmanson Hall–Basement (cnica@otis.edu, x6870)

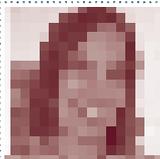
Facilities handles the management of daily operations and maintenance of the College's space, design, and construction activities related to renovation and new facilities, campus security, parking, energy management, and recycling.



Ji Choi – Director, Financial Aid Office

Ahmanson Hall–2nd Floor (otisaaid@otis.edu, x6881)

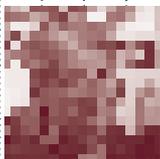
The Financial Aid Office administers the College's Financial Aid Program. Direct questions about different types of financial assistance to this office.



Meg Linton – Director, Ben Maltz Gallery And Public Programs

Galef - 1st Floor [galleryinfo@otis.edu, x6907]

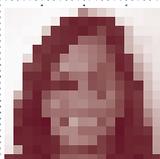
The Ben Maltz Gallery highlights work by important Los Angeles artists and also opens a dialogue with challenging art produced outside Southern California.



Sue Maberry – Director of Library and Instructional Technology

Ahmanson Hall –3rd Floor [otislib@otis.edu, x6930]

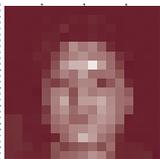
The Library provides students with over 40,000 volumes of research materials focused on fine arts, fashion, architecture, design, photography, film, art history, and critical studies.



Anna Manzano – Registrar and Office of Registration and Records

Ahmanson Hall –2nd Floor [otisreg@otis.edu, x6950]

The Registration Office is the official recorder and keeper of student records including transcripts and registration processes. It also handles regulations affecting international students and veterans.



Andrew Armstrong, Director, Tss

Ahmanson Hall –7th Floor [videolab@otis.edu, 6973]

Technical Support Services manages and supervises the wood shop, metal shop and foundry, lighting studio, photography lab, video lab, and printmaking lab, and coordinates student safety and instruction.



Sarah Russin, Alumni Relations Director

1700 E. Walnut St #650, El Segundo [otisalumni@otis.edu, 6937]

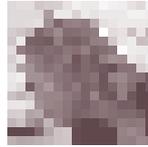
The Alumni Relations Office is your main contact for “Life after Otis.” Feel free to get in touch to connect with alumni in your creative field.

ACADEMIC DEPARTMENTS

ARCHITECTURE/ LANDSCAPE/INTERIORS

[archscapes@otis.edu, x6867]

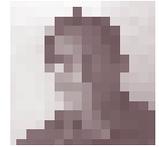
Students explore opportunities for inventive design solutions within the myriad of cultural, economic, and material contingencies that condition design.



Linda Pollari
Chair
pollari@otis.edu
x6868



Mohamed Sharif
Assistant Chair
msharif@otis.edu
(310) 846 2590

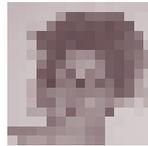


Wolf Herrera
Department
Assistant
mherrera@otis.edu
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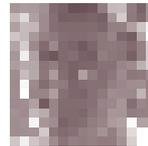
COMMUNICATION ARTS

[comarts@otis.edu, x6840]

Using a variety of tools and technologies, students create visual structures, images, and forms that effectively communicate ideas, information, emotions, and experiences to diverse audiences.



Kali Nikitas
Chair
knikitas@otis.edu
x6841



Barbara Maloutas
Associate Chair
maloutas@otis.edu
x6842

Office Manager
x6840

DIGITAL MEDIA

[digital@otis.edu, x6987]

As they prepare for careers in industries such as Motion Graphics, Broadcast Design, 3D Animation and Modeling, Visual Effects, and Video Games, students learn to work both in teams and independently. Course work emphasizes people skills as well as technical and artistic proficiency.



Harry Mott
Chair
hmott@otis.edu
x6984



Art Durinski
Assistant Chair
durinski@otis.edu
x6982

Zeal Harris
Office Manager
zharris@otis.edu
x6987

ACADEMIC DEPARTMENTS

FASHION DESIGN

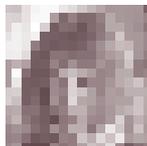
(fashion@otis.edu, x6875)

Through a rigorous process of developing and editing ideas to solve specific design problems, students work with mentors on every aspect of the design process.



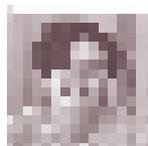
Rosemary Brantley

Chair
rbrantley@otis.edu
x6876



Shelley Sachs

Department Assistant
fashion@otis.edu
x6875



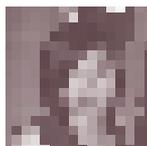
Karen Burdett

Office Manager
kburdett@otis.edu
(310) 846 2624



Maribeth Baloga

Academic Assistant
Chair
mbaloga@otis.edu
x6934



Jill Higashi-Zeleznik

Assistant Chair,
Design
jzeleznik@otis.edu
x6941



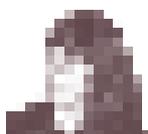
Bea Calderon

Administrative
Director
bcalderon@otis.edu
x6877

FINE ARTS

(finearts@otis.edu, x6885)

Students develop a rich assortment of interdisciplinary and critical skills along with expertise in a specific discipline, creating an independent practice that combines technical skills, theoretical understanding, and artistic tradition.



Meg Cranston

Chair
mcranston@otis.edu
x6938



Jolene Aharonian

Office Manager
jaharonian@otis.edu
x6827



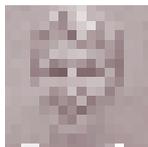
Kate Harding

Interim Fine Arts
Coordinator
kharding@otis.edu
x6885

FOUNDATION

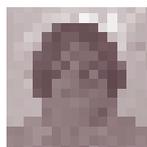
(otisfound@otis.edu, x6900)

A personal vision emerges from the confluence of visual, intuitive, rational, and critical thinking skills.



Katie Phillips

Chair
kphillips@otis.edu
x6901



Arlo Goldstone

Senior Office
Manager
agold@otis.edu
x6900



Randy Lavender

Associate Chair
rlavender@otis.edu
x6902

GRADUATE FINE ARTS

1650 E Franklin, El Segundo 90245
(grads@otis.edu, x6892)

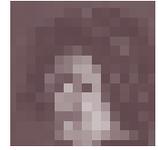
Artists create work that reflects individual ideas, needs, and ambitions, as well as the challenges of contemporary issues and concerns.



Roy Dowell
Chair
rdowell@otis.edu
x6893



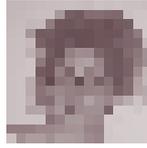
Annetta Kapon
Assistant Chair
akapon@otis.edu
x6848



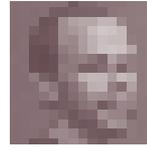
Jackie Young
Office Manager
jyoung@otis.edu
x6892

GRADUATE GRAPHIC DESIGN (x6843)

Graphic design professionals enhance their skills to contribute to and shape our world.



Kali Nikitas
Chair
knikitas@otis.edu
x6841



Chris Oatey
Coordinator of
Graduate Graphic
Design
coatey@otis.edu
(310) 846 2591

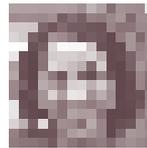
GRADUATE PUBLIC PRACTICE

1657 18th St, Santa Monica, CA 90404
and 8655 Lincoln Blvd [Annex]

Students explore new artistic strategies and practices for production in the public realm.



Suzanne Lacy
Chair
slacy@otis.edu
(310) 846 2611



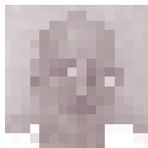
Consuelo Velasco
Office Manager
cvelasco@otis.edu,
(310) 846 2612

ACADEMIC DEPARTMENTS

GRADUATE WRITING

(grads@otis.edu, x6892)

Students consider the primary and complex practice of writing as a verbal art. Otis, with its historical mission of distinctive and innovative arts education, is uniquely positioned to offer a multi-disciplinary approach.



Paul Vangelisti
Chair
pvangel@otis.edu
x6891



Jackie Young
Office Manager
jyoung@otis.edu
x6982

INTEGRATED LEARNING

((310) 846 2566)

Students work in teams on site-based projects that involve interdisciplinary collaboration.



Richard Shelton
Director of Integrated Learning
rmshelton@otis.edu
(310) 846 2566

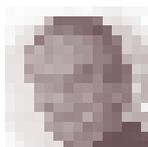


Allison Knight
Office Manager
il@otis.edu
(310) 846 2586

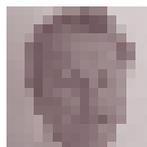
PRODUCT DESIGN

(pd@otis.edu, (310) 846 2573)

Students work in the gallery of the real world—and explore ways to combine the aesthetics of a fine artist and the discipline of a designer to create soft goods and hard goods, consumer products, fashion accessories, and experiences that can change lives, the environment and simply things that people will use, experience, be inspired and enabled by, and enjoy in ways that go beyond the function and appearance of the object.



Steve McAdam
Chair
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x6977



Michael Kollins
Assistant Chair
mkollins@otis.edu
(310) 846 2625

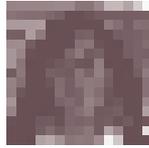


Beverly Walker
Department Assistant
bwalker@otis.edu
(310) 846 2573

LIBERAL ARTS AND SCIENCES

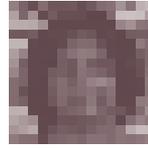
(las@otis.edu, x6920)

To develop as well-informed, well-rounded artists and designers, students learn the conscientious use of language as well as problem solving, and critical thinking skills.



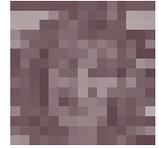
Debra Ballard

Chair
d Ballard@otis.edu
x6921



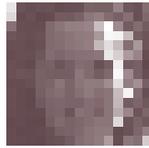
Marsha Hopkins

Academic Advisor
mhopkins@otis.edu
x6944



Parme Giuntini

Director, Art History
pgiuntini@otis.edu
x6923



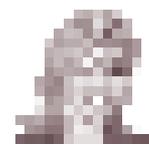
Jean-Marie Venturini

Office Manager
jventurini@otis.edu,
x6920

TOY DESIGN

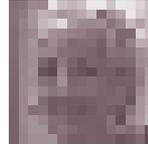
(toydesign@otis.edu, x6985)

Students develop the designer's creative vision along with the marketer's strategic vision and the engineer's technical expertise.



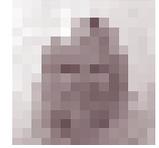
Deborah Ryan

Chair
dryan@otis.edu
x6983



Rebecca S. Taylor

Assistant Chair
rstaylor@otis.edu
x6980



Linda Robinson

Office Manager
lrobinson@otis.edu
x6985

THE CAMPUS DIRECTORY

is at www.otis.edu/directory

ACADEMIC POLICIES & PROCEDURES

ACADEMIC FREEDOM STATEMENT

The College is committed to create an atmosphere of freedom for faculty and students to pursue truth and to discuss all relevant academic questions. This has led the executive committee of Otis' Board of Trustees to accept the general principles embodied in the 1940 Statement of Principles on Academic Freedom and Tenure. The statement was originally co-sponsored by the Association of American Colleges and the American Association of University Professors, and has subsequently been endorsed by major educational associations and learned societies.

According to the authors:

The purpose of this statement is to promote public understanding and support of academic freedom, and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free expression.

ACADEMIC MAJORS

Otis undergraduate students complete an academic major in one of the following departments:

- » Architecture/Landscape/Interiors
- » Communication Arts (Graphic Design, Illustration, or Advertising Design)
- » Digital Media
- » Fashion Design
- » Fine Arts (Sculpture/New Genres, Photography, or Painting)
- » Product Design
- » Toy Design

Undergraduate students must declare their major during the second term of their Foundation (first) year. To assist in this process, "Foundation Forward," a two half-day symposium, introduces students to each of the degree programs. Students may also visit studio departments to meet the chairperson, faculty members, and current students, and to see examples of their work.

Note: Admission to Foundation does not guarantee admission to a particular major; therefore, students should declare a first and second choice major.

Graduate Students earn the MFA degree in one of four majors:

- » Graduate Fine Arts
- » Graduate Graphic Design
- » Graduate Public Practice
- » Graduate Writing

INTERDISCIPLINARY CONCENTRATION

The Interdisciplinary Concentration (IC) is an option that allows students who meet eligibility requirements (see below) to major in a department and take an increased number of "elective" courses (18-24 credits), including those in departments outside their major.

IC expands the student's understanding of the interdisciplinary nature of professional art and design practice; increases a student's exposure to a broad range of skills, knowledge, and experiences; and enables a student to choose an increased number of elective courses based on personal interest and specific educational goals.

An IC application must include the specific educational goals that the student intends to achieve. The Department Chair will help identify and articulate these goals and approve the application for participation in the IC Program. Approval for the specific elective courses rests with the Department chair or advisor as well as the department(s) in which the student wishes to take these electives.

ELIGIBILITY AND ENROLLMENT REQUIREMENTS

- » cumulative and term GPA of 3.0 or greater
- » must apply during registration for fall or spring terms of sophomore year.
- » accepted students may take one elective course during the initial term in which they are registered in the IC. The remaining electives are taken in subsequent terms in accordance with departmental guidelines.

- » under very limited circumstances, students may begin the IC in the first term of junior year, with special permission from their major Department Chair, the Chair of the Department in which they wish to take electives, and the Provost. They must apply in the second term of sophomore year.
- » IC students register for courses on a space-available basis.
- » An IC student whose GPA drops below 3.0 will be placed on Academic Warning. Two consecutive terms on Warning will result in defaulting out of IC, and the student must complete degree requirements for the regular major.
- » IC students who default out of IC may need more than 8 terms to complete the BFA requirements.
- » Students majoring in Architecture/Landscape/ Interiors, Communication Arts, Digital Media, Fine Arts, and Interactive Product Design are eligible to participate. Toy Design and Fashion Design majors may not participate, due to curricular requirements. IC students may take Toy Design courses but not Fashion Design courses.
- » Transfer students in the IC Program must fulfill degree requirements through an appropriate combination of transfer credits and Otis course credits. They must have a GPA of 3.0 or greater when they enter Otis.

ATTENDANCE POLICY

Students are expected to attend all class sessions and course-related activities. Absence from class is a serious matter, and substantially impacts grading as follows:

Three absences (two during the summer term) within a given class, or the equivalent to 20% of the term course meeting hours, constitute an automatic failure for the class. Three tardies are equal to one absence. Faculty will inform their department when a student has missed two sessions (one session for the summer term), and the department will notify students that a third absence (a second for summer term) will constitute a failing grade for the class.

In exceptional circumstances, the department chair, at his/her discretion, may approve emergency

absences for medical or other legitimate reasons. Students must provide medical documentation, make up the assigned work, and/or meet additional attendance requirements. Students must inform their department chair immediately if they expect to be absent for a lengthy period, and should be prepared to substantiate these absences. Absences of a short duration (i.e., one or two days) must be discussed with the individual instructors whose classes will be missed. Absence due to observance of religious holidays must be pre-approved by the department chair at least one week in advance.

Instructors will notify students of their attendance requirements as part of the course syllabus which should be distributed on the first day of class. Students must be present for all regularly scheduled examinations and submit completed assignments when they are due unless excused in advance. If students fail to take examinations or to submit work on time without a legitimate excuse they should expect to receive reduced grades or lose credit for the work not completed. With the approval of the Provost, students may be assessed additional charges when significant additional faculty or staff time is required to assess makeup assignments.

BRINGING CHILDREN/DEPENDENTS TO CLASS POLICY

Children/dependents (under the age of 18) should not be brought into offices, classrooms, and other instructional and student support areas on a regular basis.

On occasion, extenuating circumstances may arise when students, in their role as parents/guardians, must bring their children/dependents with them to campus. On such occasions, with the instructor's advance permission, children/dependents may be brought into the classroom, but they must remain under the direct supervision of the parent/guardian and shall not be permitted to disrupt the learning environment. Parents/guardians failing to supervise their children/dependents sufficiently may be asked to remove the children/dependents from campus grounds.

ACADEMIC POLICIES & PROCEDURES

Students as parents/guardians are responsible for the behavior of their children/dependents on campus and are subject to disciplinary sanctions according to the Otis Code of Conduct for any disruptive or destructive behavior by their children/dependents.

BRINGING A GUEST TO CLASS POLICY

All degree-seeking students engaged in undergraduate and graduate programs must get advance permission from their instructor before bringing a guest to class.

GRADING SYSTEM

The grading system used for the BFA degree is:

A 4.0 B+ 3.3 C+ 2.3 D 1.0 F 0

A- 3.7 B 3.0 C 2.0

B- 2.7 C- 1.7

UW = 0, Unofficial Withdrawal

I = Incomplete

W = Withdrawal without Penalty

Note: W grades have no effect on the GPA (grade point average). UW grades count as "F" and are factored into the GPA.

The grading system for the MFA degree is:

P = 3.0 or better, Pass

F = Below 3.0, Fail

UW = Unofficial Withdrawal

I = Incomplete

IP = In Progress

W = Withdrawal without Penalty

Otis is on a three-term system. Term and cumulative GPA's are computed at the end of each term by multiplying the number of credits earned in each course by the numerical values associated with those grades. This figure is then divided by the total number of credits completed, including failed courses, if any. The term and/or cumulative GPA is used in determining probationary status, requirements for graduation, qualification for the Dean's List, and all matters concerning academic status. Credits transferred from another college are not included in the cumulative GPA at Otis.

Each Otis faculty member has the authority to determine the grades that each student will receive for work done under his or her instruction. Depending on the content of the class, grades include the following elements: attendance, participation, concept, technical facility, execution, papers, examinations, and individual progress. Faculty members customarily discuss their grading practices with students during the first class session.

The Office of Registration and Records mails grade reports to students at the end of each term. These grades are also made available through the Otis Website by accessing Otis Self Service. If there is an outstanding balance on a student's account, grades will be held until the account is paid in full.

ACADEMIC STANDING

DEAN'S LIST

BFA students carrying a load of 12 credits or more and with a term grade point average of 3.5 or above will be placed on the Dean's List for that term. This distinction is noted on students' transcripts, and becomes a permanent part of the academic record. There is no Dean's List for the MFA program, as students are graded Pass/Fail.

GRADES OF INCOMPLETE

The grade of "I" or "Incomplete" is issued to students only in cases of emergency such as serious illness or accident (which require a doctor's note), or a death in the family.

The student must be in good standing at the time of the emergency, having completed all but the final project, paper, etc.

If granted, the student will have four weeks from the end of the term in which to complete the course work, at which time the instructor must contact the Office of Registration and Records to indicate a change of grade. If extenuating circumstances warrant special consideration, the student may be granted a deadline

extension up to the end of the following term. Such a deadline extension requires the approval of the department chair.

If students meet these criteria, they should be instructed to obtain an Incomplete Form from the Office of Registration and Records. The form must state the reason for the incomplete grade and the work that must be completed. Any required documentation must be attached. Once the student has obtained the necessary signatures, the form is to be returned to the instructor for submission.

In cases where it is impossible for the student to obtain the necessary signatures, the Incomplete Form may be submitted by the faculty member in consultation with the student and the department chair.

ACADEMIC WARNINGS

Student progress in each course is reviewed in the middle of the term. If a student is found deficient, he/she will receive an academic warning notice from the faculty member. Final term grades are determined by averaging the grades received throughout the term. A failing grade may be issued without a prior academic warning. Warnings may be issued at the first quarter, middle quarter or third quarter of the term.

GRADE CHANGES AND APPEALS

If there is a legitimate reason to request a grade change (e.g. a clerical error), a student may file a grade appeal within one term following completion of the work. After that term, all grades recorded in the Office of Registration and Records will become a permanent part of the student's record, and no changes will be allowed. Final grades are subject to revision by the faculty member with the approval of the Department Chair.

To appeal a grade,

- » Obtain the Appeal for Grade Change Form from the Office of Registration and Records
- » Complete the form and return it to the Office of Registration and Records. This Office will route

the form for review and signature by the faculty member and Department Chair.

- » The student will be notified of the outcome of the grade appeal once all reviews and signatures are completed and obtained.
- » If the student remains unsatisfied with the outcome of the grade appeal, he/she may submit a written appeal to the Provost, who will determine if there is a basis for further action on this issue. The decision of the Provost is final in all grade appeal matters.

PROBATION AND ACADEMIC DISMISSAL

A BFA student is in good standing if he or she maintains a cumulative GPA OF 2.0 in studio/major classes and liberal studies requirements. If a student's term or cumulative GPA falls below 2.0, he or she will be placed on academic probation. The student will receive notification, in writing, regarding academic standing from the Chair of the Academic Standing Committee.

An MFA student is considered in good standing if he or she receives a grade of "P" (Pass) in all of his or her courses. If a graduate student receives a grade of "F" during a term, he or she will be placed on academic probation. The student will receive notification in writing, regarding academic standing from the Chair of the Academic Standing Committee.

Academic probation may be cause for reduction of some financial aid awards (see pg. 56). A student will be eligible for dismissal from the College after two consecutive terms of academic probation. The Academic Standing Committee may review a student's academic record for dismissal after only one term of work when, in the opinion of the Committee, a student is not meeting the minimum standards for academic and collegiate success. If dismissed, a student may file a written appeal to the Academic Standing Committee in care of the Office of Registration and Records. The letter should include an explanation of any exceptional circumstances that contributed to the student's dismissal and information about changes the student will make to improve academic performance. Students may then be invited to appear before the Committee, as necessary.

ACADEMIC POLICIES & PROCEDURES

If readmitted, the student will be placed on probationary status with special requirements. If the student does not meet all the requirements of continued enrollment, he or she will be permanently dismissed from the College.

FIRST SEMESTER FOUNDATION GRADE REPLACEMENT POLICY

Foundation students who receive a grade of D, F, or UW in a course taken in their first semester of full-time study, may, with the approval of the Department Chair and the Provost, request to retake the course, preferably in the following semester, or before completing 48 credit hours. Although both the initial grade and the repeated course grades will appear on the transcript, the second grade will replace the first when determining cumulative GPA, even if the second grade is lower. Under this policy, students may repeat up to three courses, yet may only repeat, or attempt to repeat, any given course, once. Students, however, may continue to repeat a course in order to fulfill degree requirements, but the initial grade cannot be replaced after the first attempt to repeat the course. Repeated course credits do not count toward graduation, unless the initial grade received was an F or UW. Repeated grades are not included in Dean's List or honors calculations. The policy does not apply to courses where the grade received was due to academic dishonesty. Students are expected to maintain full-time status in the semester the course(s) are repeated in order to receive federal financial aid as a full-time student. If Developmental English courses are repeated after completing 31 credit hours, students must be enrolled for at least 12 CR, in addition to the Developmental English course, in order to receive federal financial aid as a full-time student. A student may not take a course at another institution for the purpose of replacing a grade for a course at Otis.

ACADEMIC INTEGRITY COMMITTEE (A.I.C.)

The Academic Integrity Committee is the first point of contact for the College in processing alleged cases of student plagiarism and/or academic dishonesty.

According to the Otis Code of Conduct, "all forms of academic misconduct, including but not limited to: cheating, fabrication, plagiarism, or facilitating academic dishonesty" is a direct violation of the Code of Conduct.

The Academic Integrity Committee consists of representatives from Liberal Arts and Sciences, the various studio departments, and Student Affairs. The chair of the Committee is appointed by the Chair of Liberal Arts and Sciences. No fewer than three committee members will meet to review a student's case.

All accounts of academic misconduct should be reported to the Chair of Academic Integrity Committee. A formal Academic Misconduct Complaint Form (found online at [HYPERLINK "http://www.otis.edu/forms"](http://www.otis.edu/forms) www.otis.edu/forms) should be filled out. Any member of the Otis community can fill out a form. In addition to the form, faculty/staff/or other student shall assemble and submit documentation that supports the accusation. The form and all evidence is forwarded to the Chair of the Academic Integrity Committee for review and investigation.

The student will be contacted to appear before the committee to share his/her case and answer questions regarding the case.

Once the committee has heard the case, a recommendation will be made by the Committee and the student will receive an official letter within seven business days from her/his meeting with the Committee. In addition, the Dean of Student Affairs will be notified as to the Committee's recommendations and formal conduct sanctions up to and including dismissal from the College may be imposed by the College Code of Conduct Committee.

All students can appeal the decision of the Academic Integrity Committee in writing to the Dean of Student Affairs within seven business days of the delivery of the letter.

The following recommendation(s) may be imposed by the Academic Integrity Committee

- » No action
- » Intellectual Dishonesty Project
- » Failing grade on the plagiarized assignment
- » Failing the class
- » Loss of privileges or exclusion from academic activity or program
- » Dismissal from the College

Additional recommendations may be imposed at the discretion of the Committee and with the approval of the Dean of Student Affairs.

ENROLLMENT CATEGORIES

FULL-TIME ENROLLMENT

Undergraduates register for between 12 and 18 credits and graduate students register for between 9 and 18 credits each semester to maintain full-time status.

Exceptions require special approval.

Those students who enroll in less than full-time enrollment are charged the per credit tuition for each course. (\$1022 undergraduate and \$1056 graduate)

LESS THAN FULL-TIME ENROLLMENT

The College does not permit part-time schedules except in cases that are required by law (Americans with Disabilities Act) or special circumstances (e.g., documented illness, family death). In order to qualify, students must receive permission from their studio and liberal studies advisors and the Vice President for Enrollment Management.

International students must maintain full-time enrollment. In the final semester, if the total credits needed are less than full-time enrollment status, an exception can be made if the student is advised by the Designated School Official in the Office of Registration and Records and receives approval from both studio and liberal studies faculty as well as the Vice President for Enrollment Management.

TAKING MORE THAN 18 CREDITS

Students who wish to register for more than 18 credits must submit a request form to their department

chairs for approval prior to registering for the additional credits. The request form must also be approved by the Director of Student Accounts. This request form is available from the Office of Registration and Records. Students who take more than 18 credits will be charged the per credit tuition rate for each credit taken above 18 (\$1022 undergraduate and \$1056 graduate).

LIMITED NON-DEGREE SEEKING STATUS

Through special approval of the Department Chair and the Senior Staff, students may petition for limited, non-degree seeking status at either the undergraduate or graduate levels. Interested parties fill out a Petition for Non-Degree Status, which is reviewed by the College. With the approval of the appropriate Department Chair(s) and Senior Staff, and having satisfied any prerequisites, a student may be admitted on a limited, non-degree seeking basis, on a space-available basis. Participation by the non-degree status student may be contingent upon review of any material or documents deemed necessary by the Institution. Students attending Otis College under Non-Degree Status are not eligible to enroll in Independent Studies courses.

Enrollment with this status is limited to two terms, for a total of nine credit hours at either the MFA or BFA level, or combination thereof. Students are responsible for the same per-hour tuition rate and fees as matriculated students. Students enrolled with this status are not eligible for financial aid, tuition remission or any other form of tuition discount.

CLASS LEVEL

Undergraduate class level for registration purposes is determined by the number of credits completed and is determined as follows:

Level	Min Credits	Max Credits
Seniors	96	130
Juniors	63	95
Sophomores	30	62
Foundation	0	29

GRADUATION

GRADUATION REQUIREMENTS

In order to graduate from Otis, a final degree check must be performed to determine that all degree requirements have been completed. Students anticipating graduation must fill out a Petition for Graduation available in the Office of Registration and Records. All graduating students must have their accounts current with the Student Accounts Office. In addition, graduating students who have received grants, loans, or other aid must schedule an exit interview with the Financial Aid Office. Official diplomas are mailed within the following term to graduated students, after verification of successful completion of degree requirements, and after all accounts have been cleared. Students must keep the registration staff informed of their current contact information to ensure that diplomas are mailed to the correct address.

COMMENCEMENT

Commencement takes place once a year at the end of the spring term. In order to participate in the Commencement Ceremony, undergraduate students must have a minimum cumulative GPA of 2.0 at the end of the previous fall term, as well as a minimum Grade Point Average of 2.0 in the major. The Registration Office must confirm that official transcripts for all transfer credits have been received, and that undergraduate students have no more than the maximum of six (6) credits to complete following Commencement.

PARTICIPATION IN COMMENCEMENT

BFA CANDIDATES

Commencement takes place at the end of each spring term. To participate in the Commencement Ceremony, BFA students must complete all degree requirements by the end of the spring term. Students missing up to a maximum of six credits toward the completion of their degree requirements may submit an Application for Inclusion in

Commencement to the Registrar as follows:

- » Students must demonstrate that the missing credits (maximum of 6) can and will be completed no later than December 31 of the Commencement year.
- » Students must state specifically how and where the course work will be completed.
- » Students must provide proof of registration (at Otis or, with departmental approval, at another accredited institution) for the required credits prior to Commencement. Students who fail to register will not be permitted to participate in Commencement.
- » The application will be treated as a contract and requires the signatures of the petitioning student, as well as the Registrar and the Chairs of Liberal Arts and Sciences and/or the major studio department. Only students with signed and approved plans will be allowed to participate in commencement.
- » Except in cases of medical or other emergency, students will not be permitted to drop their contracted courses after Commencement.

MFA CANDIDATES

Commencement takes place at the end of each spring term. To participate in the Commencement Ceremony candidates for the MFA in Fine Arts, Graphic Design, and Public Practice must successfully complete all degree requirements by the end of the spring term. Candidates for the MFA in Writing may participate in the Commencement Ceremony if they have successfully completed all course work except the 4-credit thesis course.

DEGREE REQUIREMENTS

CREDIT REQUIREMENTS

The BFA degree requires completion of 130 total credits for all departments, including a minimum of 12 credits of Art History and 30 credits of Liberal Arts and Sciences. Please check department listings for specific credit distribution requirements.

The MFA degree in Fine Arts, Graphic Design and Public Practice requires completion of 60 credits. The MFA degree in Writing requires completion of 52 credits. Please check department listings for actual credit distribution.

DEFINITION OF STUDIO AND LECTURE CREDIT

One studio credit represents an average of three hours of work each week, for a term of 15 weeks. In lecture and seminar courses, one credit represents one hour each week in class and two hours of work outside class during a term.

TRANSFER CREDIT

The College places significant limitations on credits taken at other institutions; this is especially true during the junior and senior years. The department chair and the Registrar must approve all credits transferred. Transfer credits from any institution attended before enrollment at Otis will be determined by review of official transcripts by both the Admissions Office and the department chair. All final official college transcripts must be received before the date of registration. Any questions or disputes about transfer of credits must be resolved within one year of entering Otis.

A current student who wishes to take a class at another institution must complete the Request for Course Approval form to the Registrar prior to registering for the course. This form must be approved by both the Registrar and the department chair before the student can register for the course. The course must be similar in contact hours, content, purpose, and standards to Otis courses. The student must receive a "C" or better for the transfer credit to be accepted. Transfer credit will be accepted only from appropriately accredited institutions in the U.S. or from international colleges of comparable status.

RESIDENCY REQUIREMENT

Otis has a minimum undergraduate residency requirement for graduation of 62 credits; therefore, undergraduate students may transfer in a maximum of 68 credits from other institutions. Graduate Fine Arts, Graphic Design, and Public

Practice allow a maximum of 15 transfer credits, and Graduate Writing allows a maximum of 12 transfer credits.

BFA program students must complete all degree requirements within a period of 10 years from their first date of registration. MFA students must complete all degree requirements within a period of 5 years from their first date of registration. Students who fail to complete all degree requirements by the stipulated deadlines will be required to complete additional course work to fulfill the current degree requirements for their majors.

REGISTRATION POLICIES

ADDING, DROPPING OR WITHDRAWING FROM COURSES

Students may add, drop or withdraw from a course by:

- 1] Consulting the academic calendar for add, drop and withdrawal deadlines.
- 2] Completing an Add/Drop or Withdrawal Form, available in the Office of Registration and Records.
- 3] Having the department chair sign the form for studio courses. If the course is a studio elective in a different department, the form must be signed by both the student's major department and the department offering the course. For Liberal Arts and Sciences courses, students must have the form signed by an academic advisor in the Liberal Arts & Sciences Department.
- 4] Returning the form with all required signatures to the Office of Registration and Records.

Those attending college on an F-1 (student) visa may not be enrolled less than full-time. International students should seek the advice of the Designated School Official in the Office of Registration and Records about dropping below full-time status. Students who receive financial aid may have their awards adjusted downward if they drop below full-time enrollment. They should seek advice from a financial aid counselor before dropping below full-time status.

ACADEMIC POLICIES & PROCEDURES

Important: Students enrolled in less than full-time status who wish to increase their total credits must see the Student Accounts Office before submitting the Add/Drop Form to the Office of Registration and Records. Students who wish to add a course that will increase their status beyond 18 (undergraduate) or 52/60 (graduate) must see the Student Accounts Office before submitting the Add/Drop Form to the Office of Registration and Records.

NOTE: Failure to officially drop or withdraw from a class can significantly damage your academic record and may lead to additional tuition costs and additional time at the college.

INDEPENDENT STUDY

An independent study is a special course designed by the student with a supervising instructor. Independent study courses are intended to provide instruction in special topics not covered in the regular curriculum. Students may not enroll in more than six credits of independent study per term. To apply, students must:

- 1) Register for an independent study course
- 2) Complete an Independent Study Course Proposal Form and have it signed by the appropriate chair (chair of your major department or the chair of Liberal studies).
- 3) Submit the completed Independent Study Course Proposal form to the Registration Office prior to the deadline (see the academic calendar).

PARTICIPATION IN CONTINUING EDUCATION (CE) COURSES

Degree students who plan to enroll in a CE class and receive credit toward their degrees must take the course as an Independent Study course.

Students must:

- 1) Add the Independent Study class by the Last Day to Add a Class, as specified on the academic calendar.
- 2) Obtain the Department Chair's signature of approval on the Add/Drop Form.
- 3) Receive approval from the Dean of Continuing Education.
- 4) Complete and submit an Independent Study

Form signed by the department chair and the Dean of Continuing Education. The Independent Study Form will state which degree requirement is being replaced by the CE course and will specify any additional work to be performed or other conditions of approval.

Degree students who enroll in CE courses pay the regular day program rate of tuition, and must take the CE course for credit. Most CE courses carry one credit. CE courses may be included in the 12-18 credit fulltime tuition rate as long as the combined number of credits taken in both the day and CE programs does not exceed 18.

Important: Students who register for a CE course do so at their own risk. Degree students do not receive priority when enrolling in CE courses, and CE courses are subject to cancellation after the Last Day to Add a Class for Degree students.

WAIT LISTS

Wait lists for closed classes are established at the discretion of the department. Students who wish to register for a class that is full may ask the department assistant to add their names to the wait list. If space becomes available, the department will contact the student. An Add/Drop Form must be completed and submitted before a student may attend the new class.

CHANGE OF STATUS/WITHDRAWING

To officially withdraw from the College, a student must:

- 1) Obtain a Request to Withdraw from the College form from the Office of Registration and Records.
- 2) Obtain signatures from his/her Department Chair, the Director of Financial Aid, and the Student Accounts Office.
- 3) Return his/her student identification to the Office of Registration and Records.
- 4) Satisfactorily meet all financial obligations.
- 5) Return all materials to the Tool/AV Crib, Photo Lab, and Library.

- 6) Schedule an exit interview with the Dean of Students.
- 7) Return the Request to Withdraw from the College Form to the Office of Registration and Records.

READMISSION TO THE COLLEGE

Students who wish to re-enroll after a period of absence must apply for readmission. The readmission application should be submitted at least 3 months prior to the start of the term in which the student wishes to enroll. An application fee of \$40 is required. Students must submit official transcripts for any courses attempted at another college during the period of absence.

In addition, students who left the College while on academic probation (term or cumulative grade point average below 2.0) must have their readmission applications reviewed by the Academic Standing Committee. This process may include an in-person interview with the Committee members.

Students who have been dismissed for academic reasons from the College may sometimes reapply, based upon completion of any conditions outlined in their dismissal letters. Dismissed students must have their readmission applications reviewed by the Academic Standing Committee. This process will include an in-person interview with the Committee members.

In all cases, readmission to the College is not guaranteed. With readmission there is also no guarantee of continuation in the major of choice. The Academic Standing Committee will make decisions regarding readmission of students who left while on probation or who were academically dismissed from the College.

READMISSION PROCESS

Students who seek readmission at the same class level and major as when they left the College and who have satisfactory academic standing, must go through the following steps:

- 1) Complete the Readmission Application Form

and submit it with the readmission application fee to the Office of Registration and Records.

- 2) Have official transcripts sent from all colleges attended during the absence from Otis.

Students who left the College while on academic probation or who were academically dismissed must do the following in addition to the procedures listed above:

- 1) Write a letter of appeal to the Academic Standing Committee explaining the reasons for their poor academic performance and outlining the changes they will make to be more successful if readmitted.
- 2) If academically dismissed, have completed any conditions outlined in the dismissal letter
- 3) If invited, appear before the Academic Standing Committee to present their appeals

Students who wish to return to Otis at a different level or major must do the following in addition to the procedures listed in the first section:

- 1) Present a portfolio to the studio department chair consisting of work to support the change in level or major.
- 2) For change in level, present transcripts that support admission at a higher level. These transcripts must be assessed by the Chair of Liberal Arts and Sciences to determine if there are adequate credits to qualify for the level change.

COMPLETION OF FOUNDATION STUDIO COURSES

Students must complete any missing Foundation studio courses before they may begin their junior level studio courses. The missing requirements may be taken during the fall, spring or summer terms at Otis, or with the Foundation Chair's approval, may be completed off campus at an accredited community college or university. In some cases, students may be permitted to substitute a different studio course for selected missing foundation work. The Foundation Chair must approve any such course substitution prior to enrollment in the course.

GRADUATION RATE

Information regarding the current Otis student graduation rate is available in the Office of Registration and Records.

MOBILITY (EXCHANGE) PROGRAM

The Mobility Program allows students to spend one term in their junior year at another participating art/design college. Students pay regular Otis tuition and fees to attend any AICAD College (see below) or another participating college, on a space-available basis. Credit for mobility study varies by department. The program offers personal enrichment through study in a new context with different faculty. For more information or an application, see the Office of Registration and Records.

AICAD (ASSOCIATION OF INDEPENDENT COLLEGES OF ART AND DESIGN) MEMBER COLLEGES

Alberta College of Art and Design • Calgary, Alberta, Canada
Art Academy of Cincinnati • Cincinnati, Ohio
Art Institute of Boston • Boston, Massachusetts
California College of the Arts • Oakland, California
Cleveland Institute of Art • Cleveland, Ohio
College for Creative Studies • Detroit, Michigan
Columbus College of Art and Design • Columbus, Ohio
Cooper Union School of Art • New York, New York
Corcoran School of Art • Washington, DC
Emily Carr Institute of Art and Design • Vancouver, British Columbia, Canada
Kansas City Art Institute • Kansas City, Missouri
Laguna College of Art and Design • Laguna Beach, California
Lyme Academy College of Fine Arts • Old Lyme, Massachusetts
Maine College of Art • Portland, Maine
Maryland Institute College of Art • Baltimore, Maryland
Massachusetts College of Art • Boston, Massachusetts
Memphis College of Art • Memphis, Tennessee
Milwaukee Institute of Art and Design • Milwaukee, Wisconsin
Minneapolis College of Art and Design • Minneapolis, Minnesota

Montserrat College of Art • Beverly, Massachusetts
Moore College of Art and Design • Philadelphia, Pennsylvania
Nova Scotia College of Art and Design • Halifax, Nova Scotia, Canada
Ontario College of Art and Design • Toronto, Ontario, Canada
Oregon College of Art and Craft • Portland, Oregon
Pacific Northwest College of Art • Portland, Oregon
Parsons School of Design • New York, New York
Pennsylvania Academy of the Fine Arts • Philadelphia, Pennsylvania
Rhode Island School of Design • Providence, Rhode Island
Ringling School of Art and Design • Sarasota, Florida
San Francisco Art Institute • San Francisco, California
School of the Art Institute of Chicago • Chicago, Illinois
School of the Museum of Fine Arts • Boston, Massachusetts
University of the Arts • Philadelphia, Pennsylvania

NON-AICAD PARTICIPANT COLLEGES

École Nationale Supérieure des Beaux Arts • Paris, France
Konstfack National College of Art • Stockholm, Sweden
Ravensbourne College of Design • Chislehurst, Kent, United Kingdom
Tyler School of Art • Philadelphia, Pennsylvania
Winchester School of Art • Winchester, Hampshire, United Kingdom
Willem de Kooning Academy • Rotterdam, Netherlands

MOBILITY STUDENT RESPONSIBILITIES

As an applicant for the mobility program, it is the student's responsibility:

- 1) To prepare the application in accordance with the instructions on the Mobility Application Form including obtaining all required signatures.
- 2) To pay all tuition and fees to Otis College and to clear the student account with the Student Accounts Office.
- 3) To inform the Financial Aid Office of plans to participate in the mobility program.

- 4) To contact the host college regarding housing. Otis College does not guarantee housing at the host campus. Housing is the responsibility of the student.
- 5) To obtain catalog information from the host college for use in determining the courses the student should take there.
- 6) To maintain contact with the host college mobility representative. Contact information is available from the Registrar.
- 7) If going outside the United States, to obtain a student visa from the host country's embassy; to obtain a current U.S. passport; and to arrange for any necessary immunizations.
- 8) After completing the mobility studies, to arrange for official transcripts to be sent to Otis College. In the case of colleges without traditional transcripts, the student must obtain descriptions of course work completed, including contact hours for each course, and must document work completed on mobility for future review by the department chair at Otis.

DEADLINES

Completed applications must be received by the host college by:

Fall term: April 10, Spring term: November 1

Therefore, completed applications must be received by the Otis Registrar by:

Fall term: April 1, Spring term: October 15

» Participating Non-AICAD Colleges may have different deadlines. Please contact their mobility coordinators.

EDUCATIONAL AND CAREER ADVISING

Each student receives one hour of educational advisement per term, and students starting in the first term of Foundation Year meet with an assigned faculty advisor once per term until they graduate. Transfer students begin the advising sequence during the term they enter the College, and meet with a faculty advisor once each subsequent term.

VETERANS

Otis participates in the Yellow Ribbon Program. As a recognized institution of higher learning, Otis welcomes veterans and the dependents of 100% service-connected disabled or deceased veterans who qualify under the provisions of the United States public laws pertaining to their education. A Certificate of Eligibility from the Veteran's Administration must be presented with the application for admission. Veterans must be accepted into a degree program to be eligible for Veterans Administration benefits.

OWNERSHIP OF WORK

All art work, projects, and other work done by any student while studying at the College, or during any official College activity off-campus, is created for educational purposes. Otis reserves the right to retain any student work for exhibition or publication, and each student grants to the such rights to all student work and photographs. When the College has no further need for the student's work, it will be returned to the student if so requested in advance. Although the College will take caution in the care and handling of the student's work, the student releases the from any liability for the loss, theft, or damage of any student work in its possession or control.

UNCLAIMED STUDENT WORK

Otis will dispose of any unclaimed materials or work left by students who have graduated, withdrawn, been dismissed, or departed for summer vacation. Any work blocking a fire exit, left in a hallway or other non-storage area, or in any way interfering with the normal activities of the College will be removed without notice. The College will assume no liability for the loss, theft, or damage of any student work at any time. Liberal studies assignments must be picked up from the LAS Office within two weeks after the end of the term. Unclaimed papers will be discarded.

FACILITIES & RESOURCES

CAMPUS ACCESS

Access to the Otis Goldsmith Campus in Westchester* provides expanded studio availability to all degree students in order to meet program demands and work schedules. 24-hour access to the facility follows the academic and holiday schedule, commencing with the first day of classes and ending on the last scheduled day of class/critique, except during holiday periods.

Students are permitted to utilize campus facilities 24-hours/day, subject to the guidelines and limitations below. The sign-in procedure described below has been implemented to promote campus availability while safeguarding the health and safety of the campus community. Students who fail to observe these guidelines are not permitted to remain on-campus from 1:00 a.m. to 7:00 a.m.:

- 1) Any student intending to access campus (including campus buildings, grounds and facilities) past 1:00 a.m. must complete the sign-in procedure at the Security Desk on the first floor lobby of Ahmanson prior to 1:00 a.m. Students arriving on campus after 1:00 a.m. will be turned away.
- 2) The sign-in procedure requires the student to provide security personnel with the following: (a) a valid Otis ID card; (b) his/her full name; (c) the location he/she intends to visit/work; and (d) his/her signature on the sign-in book.
- 3) Once the sign-in procedure has been completed, the student is permitted to move around the campus normally. However, for security purposes, the student is required to present his/her valid Otis ID card upon re-entering Ahmanson and Galef buildings.
- 4) The entrance gate to the parking garage is closed at 1:00 a.m., regardless of a student's sign-in status. Although students may exit the parking garage at anytime, a student is unable to enter or re-enter the parking garage from 1:00 a.m. to 7:00 a.m.
- 5) A student's sign-in is only valid on the date in which it occurs.

After-hour lights in the parking structure are controlled by: 1) timers in stairwells on each level to

activate lights on each floor of the parking structure, and 2) motion sensors to activate lights at the entrance of each parking structure level. Students are encouraged to park on the lower parking levels after hours.

In the event of an emergency, the red phones next to the pay phones on each floor provide direct access to the security guard. The pay phones may also be used for 911 calls at no charge.

For safety reasons, students are not allowed to use personal power tools outside the shop areas. In addition, the wood shop and the metal shop will be unavailable to students outside the hours posted for each respective shop.

No sleeping overnight is permitted anywhere on campus, including classrooms and lounges. Any student with a health/medical/disability condition will be expected to inform Student Affairs to discuss accommodations.

The Graduate Studios are available to graduate students 24 hours a day within departmental policy.

Students are prohibited from bringing personal appliances and personal electronics, including but not limited to coffee/tea pots, microwaves, refrigerators, hot plates and televisions to their campus workstations. Such items will be removed and held for pickup by Campus Security.

***Any person who does not comply with any of the above facility policies will forfeit the right to 24-hour access.**

FASHION DESIGN LOCATION HOURS:

Monday - Friday 7:00a.m. - 12:00 midnight.

Saturday 9:00a.m. - 6:00p.m.

Sunday 10:00a.m. - 4:00p.m.

GRADUATE FINE ARTS (El Segundo location) and
GRADUATE PUBLIC PRACTICE (Santa Monica)

STUDIOS

The studios are open 24 hours, 7 days a week. This includes holidays and the summer months.

COMPUTER CENTER

Academic Computing Services supports the computing technology requirements of academic programs through facilities designed around digital-based production methods, including image manipulation, digital video and audio, motion graphics, 3D modeling, and animation. The open-access Computer Center and computer classrooms are equipped with the latest Macintosh computers, Windows workstations, high-resolution scanners, and color printers. Students may produce original work in various forms of output, including large format color prints (on various media up to 60") DVDs, and rapid prototyping. To purchase color express cards or rapid prototyping cards, see the cashier in the Business Office.

OPEN-ACCESS HOURS (ACADEMIC YEAR):

Monday-Thursday	8:00 am - 12:00 am
Friday	8:00 am - 10:30 pm
Saturday-Sunday	9:00 am - 7:00 pm

During final exam periods, hours may be extended. During the summer and College breaks, the Computer Center will operate with reduced access hours. Please refer to the hours posted outside the lab.

MANUALS AND REFERENCE MATERIALS

The Office of Academic Computing Services maintains all documentation for supported software and hardware. Students with a valid student ID are allowed to check out manuals and other documentation for use in the Computer Lab. Due to the limited number of manuals on hand, students may not remove them from the computer lab or check them out overnight. At the end of the term, all manuals and documentation must be returned to the Office of Academic Computing Services. Students are responsible for the replacement of any materials lost or stolen.

WIRELESS NETWORK ACCESS

Goldsmith, Fashion Design and Graduate Studios in El Segundo are equipped with wireless access for all students, faculty, and staff. Please request access from Academic Computing or Information Systems.

EXHIBITING STUDENT WORK

The safety of all Otis students and staff is of paramount importance; everything that occurs within Otis facilities must maintain and promote a safe working environment.

Ahmanson Hall is designated a "High Rise" building by the applicable Fire, Building, and Safety Codes. This means that a larger and more concentrated number of students, faculty, and staff may need to exit the floors and building during an emergency; as a direct result, the associated fire and safety risks are more critical and Fire Code compliance is more demanding.

We regularly exhibit student work in the Bolsky Gallery, the classrooms, and designated exhibition spaces. City and state Fire Codes determine what type, and where, exhibitions can take place in the building. The College has established an approval process to ensure that student exhibitions comply with these Codes. All individual student exhibitions must go through this approval process.

An Exhibition and Facilities Use Contract, available through the academic departments, must be filled out, with all required signatures obtained, before any work may be displayed in any Otis building or on the grounds outside the building.

FIRE SAFETY CODE

While working in the building or planning an exhibition, students should be aware of fire safety regulations. A Fire Exit Corridor may never be used for the installation, exhibition, or display of any work that either protrudes from the wall; protrudes from the adjacent dark gray tiled gallery, studio spaces, or classrooms; hangs from the ceiling; or is placed on the floor. This prohibition includes any and all installations, exhibitions, or display of work that is

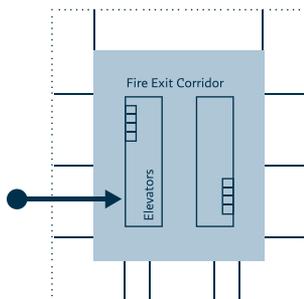
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either initiated by individual students or is College-sponsored.

FIRE CODE:

National and local Fire and Safety Codes prohibit the use of any corridor, elevators, pathway, fire exit, or common area used as an exit, for exhibitions of any kind or nature whatsoever.

- > The Fire Exit Corridor is the area marked by the light gray tile. This area includes the hallway leading to the restrooms, stairwells, and elevators. This is the "central core" of the building and the Fire Exit Corridor.
- > No exhibition or installation may be allowed that creates an unsafe condition or hazard.
- > Remember: People are generally injured in fires or earthquakes by tripping on their way to a Fire Exit; subsequently, they may get trampled to death by others.



FIRE/EMERGENCY EVACUATION

All students, faculty, and staff are required to participate in fire drills, which are held from time to time. It is of utmost importance to maintain order and follow directions because the alarm system may indicate a real fire condition. Take your valuables, and re-enter only when administrative staff so instructs.

GALLERIES

THE BEN MALTZ GALLERY

The exhibition program of the Ben Maltz Gallery is guided by an interest in the art and ideas of our times. The Ben Maltz Gallery highlights work by important

Los Angeles artists and also opens a dialogue with challenging art produced outside Southern California. In the past few years, the Ben Maltz Gallery has shown work by Robert Williams, Elizabeth Turk, Deborah Ascheim, Shahzia Sikander, and many others. The gallery is considered one of Los Angeles' important cultural resources.

To join the mailing list, e-mail benmaltzgallery@otis.edu.

THE BOLSKY GALLERY

The Bolsky Gallery presents the work of Otis undergraduates in fall term and graduate fine arts thesis students in spring term.

IDENTIFICATION CARDS

All students are required to obtain an Otis identification card, available through the Office of Information Systems (location: Basement of the Ahmanson Building on the Goldsmith Campus) on scheduled days as posted. Student ID cards remain valid with current enrollment. ID cards and class schedules are used to check out library materials, tools, and equipment, and to establish a student's identity as a currently enrolled student. Students are encouraged to treat the ID card as an important document and to take care not to lose it. Students are required to carry their ID card at all times. Under no circumstances should students allow their card to be used by any other person. Lost or stolen ID cards should be reported to the Office of Information Systems immediately. Replacement cost is \$15.00.

INSTRUCTIONAL TECHNOLOGIES

Instructional technologies include a variety of teaching tools designed to improve student learning. Over the last few years, faculty members have increased their use of web-based technologies to enhance their classroom instruction. Some of these technologies include: course websites, O-Space Learning Management System, email, online assignments and quizzes, podcasting, electronic portfolios, and blogging. Links to all course support software and materials are accessible through the

Otis Website. Assistance is available through the Library and the Student Resources Center.

See Technology Guide (pg. 41) for more information.

The two widely used systems are:

D-SPACE

Provides Course support materials This Learning Management System provides a course website with tools for online discussions, announcements, and downloading course content such as readings or assignments. Instructors will let students know if they expect them to use D-Space.

OTIS DID

The Otis DID (Digital Image Database) is used for most art history courses. Digital images rather than slides are projected in the classroom. These images are then available for review through the DID website.

LABORATORY PRESS/LETTERPRESS STUDIO

(Lower Level, labpress@otis.edu, x6846)

Conceived as a laboratory for aesthetic exploration and practical production, the Lab Press is an integral part of the graphic design and illustration curricula. Students investigate the origins of typography and the notion of the book as a visual communication medium. From metal type to digital plates, students experience traditional typography, letterpress, printing, and bookbinding.

MILLARD SHEETS LIBRARY

The Millard Sheets Library contains over 40,000 volumes focused on fine arts, fashion, architecture, design, photography, film, art history, and critical studies. The collection provides support for all academic disciplines in the Otis curriculum.

Otis Special Collections include thousands of rare art books and fine press editions. The Artists' Books collection is outstanding and includes original works by John Baldessari, Jim Dine, Ed Ruscha, and David Hockney. Subscriptions to more than 150 international, multi-disciplinary periodicals are kept

current, and back issues of influential magazines and journals are available in bound volumes. The Library also subscribes to several online bibliographic and full-text databases, available via the Internet from all computers on campus as well as from off campus via the Otis Website.

An important mission of the Library is to educate students in research and information- retrieval skills. The librarians are readily available for individualized instruction to assist students in formulating search strategies and solving research problems. Appointments are not necessary. The Otis Library web site also operates as an educational space. Students can find guides to Library and Internet resources as well as links to other libraries and museum sites. Since Fall 2002, an Information Competency Across the Curriculum Program has been a requirement for graduation: all Otis students should be information literate before they graduate.

The James Irvine Foundation Visual Resources Center (VRC), housed within the Library, has more than 95,000 slides and 3,500 videos representing the works of contemporary artists, history of art, architecture, and design. [The Richard Martin Library at the Fashion Design campus holds fashion slides.] The VRC also maintains the digital image database (DID), now containing 35,000 images.

In addition to materials available in the Millard Sheets Library, Otis students have access to nearby facilities such as the L.A. Public Library, the Beverly Hills Public Library, the Getty Research Library, and the library at the University of California at Los Angeles.

WELCOME

Learning how to research is part of an Otis education. Please feel free to ask Library staff for assistance. We will gladly instruct you in the use of the Otis Library online catalog (OPAC) and databases. If you have made an unsuccessful search and require help, please request additional reference support. If you need in depth instruction on the use of Microsoft Word

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or Photoshop, please ask for assistance in the 4th floor Computer Lab or contact the circulation desk for access to online tutorials..

You can find the Online Public Access Catalog (OPAC) at <http://library.otis.edu>

CIRCULATION

Students are required to present a Library card when requesting Library transactions.

While the Otis Library is available for use by the general public, circulation privileges are offered only to faculty, staff, and students enrolled in degree programs.

- » Book Circulation: Books circulate for 3 weeks at a time. Students may renew a book once for 3 additional weeks, provided that another patron has not requested it.
- » Limit: Students may have a total of 10 items checked out at any one time.
- » Periodicals: The Library maintains an ongoing collection of magazines. We do not throw them away. Bound volumes of back issues can be found in the periodicals stacks.
- » Magazines, Reference, Special Collections, and Artists' Books do NOT circulate. A copier and a large format, flatbed scanner are both available for your use. There is a 15-minute time limit for these machines while other patrons are waiting.
- » Allow 24 hours when requesting bound periodicals that are located in the Library Annex. Request forms are available at the circulation desk.
- » Renewal at the Library: Items renewed at the circulation desk must be presented at the time of renewal.
- » Renewal Online: You may renew online at <http://library.otis.edu>. Use your X number and six digit Pin (available through the registration office) to access your account.
- » Reserve materials supplied by your instructor are held behind the Circulation Desk. To access reserve materials, please present the circulation staff with the following information: instructor's name, class name, title of

item, author of item, nature of material (book, photocopy, reader, etc.).

- » Reshelving Books: Do not reshelve books, magazines, or videos once you have removed them from their resting place. We prefer that you do not leave books or magazines on the tables. When you have finished with Library materials, please place them on a book cart, located at the beginning of each aisle.
- » Special Collections and Artists' Books are accessible only between 9:00am and 4:30pm, Monday through Friday (by appointment please).
- » Carousels: Student checkout is for one day, with a limit of 20 slides. VRC staff members handle slide checkout procedures; hand your selected slides to a VRC staff member, then fill out and sign a Check Out Form.
- » All slides must be photocopied by VRC staff before they leave the VRC room, and the box barcode must be scanned into the computer for checkout. Students are limited to two slide carousels at any one time.
 - Please ensure that all the slides that you return slides to the appropriate box.
 - There is no copy stand available for use; please contact the Photo Lab on the 6th floor.
- » Video/DVD Circulation: Videos and DVDs circulate for 2 days and may be renewed once for two additional days. Please rewind videos before returning them.
- » Visual Resource Center: All materials inside the VRC are available only between 9:00 am and 5:00 pm, Monday through Friday.

LIBRARY CARDS

To obtain a Library card, students must:

- » Visit the Information Systems office in the basement room B01 to obtain an ID card (hours are posted on the door).
- » Visit the Library to fill out a Library Usage Agreement

LOST MATERIALS

- » There is a \$10.00 replacement fee per lost slide.
- » The replacement cost of videos varies. Additionally, there is a \$15.00 processing fee for each lost video.

- » The replacement cost of books varies and may be over \$100.00, depending on the value of the specific item. Additionally, there is a \$15.00 processing fee for each lost book. The patron remains responsible for overdue fees incurred.

OFFICE SUPPLIES

A copier and a large-format flatbed scanner are available for student use. The use of the scanner is free. The black and white copy machine takes coins and one dollar bills. Each copy costs 10 cents. The color copier takes coins and bills (ones and fives). Color copies are fifty-cents for 8 1/2" x 11" and one dollar for 11" x 17". Please do not attempt to install paper in any Library-owned machine. Standard stapler, hole punch, ruler, pencil sharpener, scotch tape, and scissors are located at the office supply station just to the right of the entrance. Please do not remove these materials from that location. Always clean up after yourself. White correction fluid, glue-stick, heavy-duty stapler, three-hole punch, staple remover, compass, protractor and golf pencils are available for use upon request. Please return them after use. Please supply your own pens, paper clips, erasers, and paper. Please refrain from removing paper from the copy machine or printer. You may have as much scrap paper as you like. Blue Books are available in the Liberal Studies office. Text Books are sold at the beginning of every term online, not in the Library.

Scissors, knives, X-acto blades, razor blades, and any other cutting devices are not permitted within the Library. Please leave them in your car or your locker. They will be confiscated if you bring them into the Library.

OVERDUE FINES

- » The Library considers compliance with due dates a part of your education.
- » Books, CDs, CDXs, and World Music Tapes incur overdue fines of 25 cents per day. A brief grace period may be in effect.
- » Videos, DVDs, and slides incur overdue fines of \$1.00 per day. No grace period will be granted.

- » Reserve Materials incur overdue fines of \$5.00 per day, plus a reprimand. No grace period will be granted.

PATRON EMPOWERMENT

The Otis Library encourages student self-empowerment. For your convenience, many transactions can take place online. From the Library home page, you will be able to:

- » View your account status
- » Place holds on materials checked out to other users
- » Renew your Library materials

PLAY WELL WITH OTHERS

The Library is divided into two zones, talking and no talking. Please whisper while you are in the no talking section. Group study is allowed at the couches and at the talking zone tables only. Rambunctious behavior is not permitted. Please be considerate of others. Cell phone conversations should be conducted outside the Library, or in the talking zone only. Do not run or shout in the Library. Please do not bring meals into the library. Please keep your feet off of the furniture. Beverages are allowed in the Library, but only those with lids. Greasy snacks are dangerous because the grease on your fingers can damage our books, dry snacks only. Please do not bring harmful substances of any kind into the Library. Always clean up after yourself.

RETURNS

There is a book return slot in the circulation desk near the entrance. An after-hours book drop is available at the opposite end of the Library entry hall. Items placed in this book drop will be checked in on the following business day. The book drop is checked only once a day. Please do not place videos in the book drop. Please remember to check all books for personal paperwork and to remove all bookmarks, including post-it notes. Videos and DVDs, CDs, CDXs, and World Music Tapes must be returned during business hours and placed in the video return slot that is just outside the Library security gates. Please be certain that all materials are placed in their corresponding cases, with barcodes facing out. Remember to rewind tapes.

SECURITY GATES

Security gates have been installed to help defend the Library collection. Materials from other libraries and video rental and book vendors will trip the alarm. We request that you leave these items outside the Library. If you feel you must enter with these materials, please pass them through the video hold shelf and then inform the staff. Do not bring them through the security gates. If you cause the alarm to sound, your possessions and person are subject to search to determine the cause of the alarm. Return to the circulation desk and cooperate with Library staff. Lack of cooperation will result in loss of Library privileges. Attempting to bypass detection by the security gates is prohibited.

Stealing, defacing library property, and other acts of vandalism are considered criminal activities and are in direct violation of the Otis Code of Conduct. Library use is a privilege. If it is suspected that you have willfully disregarded the rules of the Library, including but not limited to those listed above, you will be detained while the security guard completes an incident report. The Library will revoke your privileges pending appeal through the Dean of Student Affairs. The Dean of Student Affairs may take further action, which may result in expulsion. For security purposes, your visit to the Library is subject to video surveillance.

SUGGESTIONS

We will gladly consider your suggestions regarding books, videos, or magazines to add to our collection. Request forms are available online through the website. For more information, visit: http://www.otis.edu/life_otis/library/recommend.html

These policies are subject to change without notice. Changes will be posted at http://www.otis.edu/life_otis/library/loanpol.html and, http://www.otis.edu/life_otis/library/theft.html

ACCESS TO LMU LIBRARY

Otis students have access to Loyola Marymount University's library until 8 p.m. M-Th and on Saturdays. In addition to books in areas not collected by the Otis

Library, they have extensive databases which can be accessed. Borrowing is not permitted unless a Loyola library card is purchased for a fee of \$300. For more information about LMU's campus and parking go to www.lmu.edu. For information about access to other libraries in Los Angeles, please visit http://www.otis.edu/life_otis/library/libraries.html.

LOCKERS

Lockers are available on a first-come, first-served basis and are assigned by Technical Services. Instructions are posted at the Tool Crib, Room 701, at the start of the term. Lockers are the only official storage areas for student artwork and materials. Lockers are to be kept locked at all times. Otis is not liable for material left in lockers or other parts of the building. Students are responsible for the condition of their lockers and will be charged for any necessary repairs.

Lockers must be cleared out by the end of the second week after the last day of class of the spring term. Any lockers occupied after that time will have the lock removed and the contents disposed of. For additional information, please refer to the Locker Policy, issued to each student upon assignment of a locker.

TECHNOLOGY GUIDE

As part of your Otis experience, you will be required to use the various technologies described below. We find that most of these technologies are familiar to most students, but not all. If you require assistance, please don't hesitate to ask questions of the staff in the Library. If you need computer tutoring, that is also available through the SRC.

In addition to the to the labs, there are computers in the Library and SRC for homework and research needs.

Your Xnumber and password are essential items for gaining access to all campus computers and software. You will receive the Xnumber at Orientation. If you lose your Xnumber and password, your only option will be to go, in person, to the Office of Registration and Records to retrieve it.

WEB SITE/LIFE@OTIS

Now that you are a student, the best place to start is www.otis.edu. Either the students button or Life@Otis will link you to information you need.

WEB MAIL

There is a direct link to web mail from www.otis.edu. The College uses your official Otis email address for all official School communication, and students and faculty are REQUIRED to check it regularly. There is no email forwarding.

COURSE SUPPORT MATERIALS

Many professors upload their syllabus and course readings to the web, which allows anywhere/anytime access for students. They will tell you where their materials are located. The four most popular sites are:

» O-Space

This is a complete full Learning Management System which includes instructional technologies for online discussions, assignments, announcements, portfolios, etc. It is available through MyO/Intranet or directly at <http://ospace.otis.edu>.

» Pathfinders

Research guides for specific departments, courses, and projects are available on the Library's website. <http://library.otis.edu/pathfind.htm>

» Otis DID

This image bank contains over 35,000 images and is used by most art historians for teaching. You may access specific lectures for study purposes. <http://did.otis.edu>

» iTunesU

Some faculty are creating podcasts and recording lectures and making them available. You must have iTunes installed on your computer to view these, although an iPod is not required. <http://wikis.otis.edu/tech/index.php/iTunesU>

LIBRARY WEBSITE

The Library actively supports your learning and is your gateway to essential resources. It is located at <http://library.otis.edu>. Below are a few highlights:

» Research Gateway

Search the online catalog for books and DVDs, renew books, check your account, and more.

» Research Help

Help sheets for refine research skills, assist in web searching, citing sources, learning study skills, and other useful things.

» Information Literacy

Everyone needs to become information literate. There are recommended tutorials created by the Otis Library as well as links to some from other schools including the award-winning interactive tutorial called TILT.

» 13 Separate Subscription Academic Databases with 24/7 Access

Information found through subscription databases is often more reliable than what's available on the free web. Through the links below, you will find millions of articles. Maybe even billions! Databases include: Art Abstracts, Lexis-Nexis, Proquest, Design and Applied Arts Index, E-Library, Grove Art Online (encyclopedia), and Ebrary. (24,000 e-books), and many others. (From off-campus, you will be directed through a proxy server where you will need to enter your Xnumber and password.)

DIGITAL PORTFOLIOS

O-Space software also provides you with space to track the development of your work over your four years at Otis. Some faculty may require its use as part of their curriculum. Students may easily create template-based web portfolios with a unique URL. A portfolio may be public or private and can be made available to potential employers. Students may continue using the software to display their work even as alumni. <http://ospace.otis.edu>

FACILITIES & RESOURCES

TECHNOLOGY FAQs

Consult this page <http://www.otis.edu/technology.html> for information on wireless, proxy server, copiers, etc.

TECHNICAL SUPPORT SERVICES

x6970

The Technical Support Services Department (TSS), headquartered in the 7th floor Model Shop, serves as the link between the technical facilities and the academic departments. These facilities include the Tool Crib, Metal Shop, Foundry, Model Shop, Wood Shop, Photo Crib, Photography Lab, Lighting Studio, Audio/Video Lab, Screening Room, and Frederick Monhoff Printmaking Lab.

Students must complete a safety seminar to use facility equipment and be registered with TSS. Safety programs will be given at the beginning of each term and periodically throughout the year. Appointments for individual instruction can be made at the TSS facility. To check out tools or equipment, a student must present a valid student ID and driver's license. Technicians are available to assist in the use of the facilities and to answer questions about any techniques or procedures.

AUDIO/VISUAL LAB

[Lower Level, mfarina@otis.edu, x6972]

Hours:

REGULAR SESSION:

Monday–Thursday 8:00 am – 10:00 pm

Friday 8:00 am – 7:00 pm

Saturday–Sunday 10:00 am – 5:00 pm

SUMMER SESSION:

Closed [checkout by special arrangement]

Students may check out equipment for use in the field or studio. Checkout for most items is 72 hours. High demand items are limited to 48 hours. Equipment includes 24p digital video cameras, lights, and mini disc recorders. Included in this facility are a Screening Room, and a digital editing lab with 22 workstations, NTSC monitors, converter boxes, CD/DVD burners, and decks operating on the latest Macintosh-supported video and sound editing software.



Mark



Nick

LIGHTING STUDIO

[Galef, 1st floor, pnewhouse@otis.edu, x6971]

Hours:

REGULAR SESSION:

Scheduled Class hours, or by reservation through the Photo Lab or A/V Lab.

SUMMER SESSION:

Closed, except for scheduled classes.

The 60' x 40' Lighting Studio has everything students need for fashion, portrait, and still life photography. Equipment includes Norman strobes, hot lights, softboxes, umbrellas, diffusers, reflectors, and gels. A seamless shooting cove allows 90 degrees of infinite background. The north bay of the Lighting Studio contains a 12' x 18' permanent green screen with fixed KinoFlo lighting and a green modular stage.

METAL SHOP

[enter from east face of parking structure, aarmstrong@otis.edu, x6973]

Hours:

REGULAR SESSION:

Monday– Thursday 9:00 am – 10:00 pm

Friday 9:00 am – 6:00 pm

Saturday 10:00 am – 6:00 pm

Sunday Closed

Closed at all other times for maintenance and repair.

SUMMER SESSION:

Hours vary by class schedule; see posted hours.

The Metal Shop is equipped to allow students to learn welding as well as the cutting, forming, grinding polishing, and finishing of a variety of metals. It has oxy-acetylene, MIG, and TIG welding equipment as well as a plasma-cutting machine. Various saws, grinders, sanders, and sandblasting equipment round out the shop's compliment. The Metal Shop is well ventilated with safety in mind.

PHOTOGRAPHY LAB

(6th floor, 601, pnewhouse@otis.edu, x6971)

Hours:

REGULAR SESSION:

Monday–Thursday	9:00 am – 10:00 pm
Friday	9:00 am – 7:00 pm
Saturday	9:00 am – 6:00 pm
Sunday	12:00 pm – 6:00 pm

SUMMER SESSION:

Monday–Thursday	9:00 am – 10:00 pm
Friday	9:00 am – 5:00 pm
Saturday	12:00 pm – 5:00 pm

Equipment includes 20 Omega D-5 Black and White condenser enlargers (for 35mm to 4x5 negatives), 9 Omega D-5 Color enlargers (for 35mm to 4x5 negatives), a 52" Kreonite RA-4 Color processor capable of handling 52" x 80" prints, and a Durst 2500 Horizontal Color and Black and White mural enlarger. Film cameras (35mm to 4x5) and digital still cameras are available for checkout. Studio lights, strobes, and lighting accessories are also available for checkout. Equipment for the Lighting Studio includes softboxes, strobes, hot lights, scrims, flags, barn doors, stands, tripods, one Agfa Duoscan film scanner, and one Smartcard Reader Station (for scanning and downloading digital images).

PHOTO LAB CRIB

(pnewhouse@otis.edu, x6971)

The Photo Lab Crib will check out darkroom accessories, cameras, and other photo gear.

FREDERICK MONHOFF PRINTMAKING LAB

(Lower Level, printlab@otis.edu, x6846)

Hours: **REGULAR SESSION:** Hours vary by class schedule.

Current hours are posted on the Print Lab door.

SUMMER SESSION: Hours vary by class schedule.

Current hours are posted on the Print Lab door.

The Frederick Monhoff Printmaking Lab supports work in traditional and new technology print processes including relief, photo-based lithography, intaglio, monotype, collograph, and screenprinting. Equipment includes one lithography press, two intaglio presses,

and space for 10-12 screenprinting frames. A computer lab equipped with a scanner, laser and inkjet printers, flat file storage, and a darkroom with a wash-out sink and U.V. exposure unit are also part of the facility.

MODEL SHOP

(7th floor, aarmstrong@otis.edu, x6970)

Hours:

REGULAR SESSION:

Monday–Thursday	9:00 am – 10:00 pm
Friday	9:00 am – 6:00 pm
Saturday	10:00 am – 6:00 pm
Sunday	Closed

SUMMER SESSION:

Hours vary by class schedule; open some days and evenings. Otherwise closed for maintenance and repair.

The Model Shop is a facility for the milling, shaping, joining, and finishing of wood, fiberboard, plastics, foam, and wood constructions. A large selection of common hand and electric power tools is available for checkout. There is also a metal working lathe and milling machine. Three rapid prototyping machines allow computer-generated output. A second, ground floor Wood Shop is located on the north side of the parking structure. The outside shop contains woodworking machines in a space appropriate for larger projects.

TOOL CRIB

The Model Shop Tool Crib checks out welding equipment, clothing, and supplies for use in the Metal shop, and houses major woodworking machines (saws, planers, jointers, band saws, sanders, wood lathe) for millwork. There is a metal working lathe and milling machine and three rapid prototyping machines, which are used by several disciplines.

FINANCIAL INFORMATION

COST OF ATTENDANCE 2009-2010

9-MONTH UNDERGRADUATE (BFA)	Live with Parents	Off-Campus
Tuition (12-18 credits)	\$30,660	\$30,660
Registration Fees	\$400	\$400
Technology Fee	\$250	\$250
General College Materials Fee	\$50	\$50
Room and Board	\$4,000	\$11,800
Books and Supplies	\$1,400	\$1,400
Personal and Transportation	\$3,700	\$2,800
Loan Fees (average)	\$300	\$300
Total	\$47,660	\$47,660

9-MONTH GRADUATE (MFA)	Off-Campus
Tuition (12-18 credits)	\$31,660
Registration Fees	\$400
Technology Fee	\$250
General College Materials Fee	\$50
Room and Board	\$11,800
Books and Supplies	\$1,400
Personal and Transportation	\$2,800
Loan Fees (average)	\$300
Total	\$48,660

ONE-TERM UNDERGRADUATE (BFA)	Live with Parents	Off-Campus
Tuition (12-18 credits)	\$15,330	\$15,330
Registration Fees	\$200	\$200
Technology Fee	\$125	\$125
General College Materials Fee	\$25	\$25
Room and Board	\$2,000	\$5,900
Books and Supplies	\$700	\$700
Personal and Transportation	\$1,850	\$1,400
Loan Fees (average)	\$300	\$300
Total	\$20,530	\$23,980

ONE-TERM GRADUATE (MFA)	Off-Campus
Tuition (12-18 credits)	\$15,830
Registration Fees	\$200
Technology Fee	\$125
General College Materials Fee	\$25
Room and Board	\$5,900
Books and Supplies	\$700
Personal and Transportation	\$1,400
Loan Fees (average)	\$300
Total	\$24,480

(MFA) GRAPHIC DESIGN

Summer Term Tuition	\$15,830
Spring Term Tuition	\$7,920
Fees	\$700
Books & Supplies	\$1,225
Loan Fees	\$200
Personal & Transportation	\$2,147
Room and Board	\$9,047
Total	\$37,069

PAYMENT OF TUITION AND FEES

Payment of tuition and fees is now available through the Otis website. Outstanding balances must be paid in full before a student is cleared to register for the next semester. To determine the upcoming semester's balance, refer to the tuition and fees schedule in the Student Academic Planner, the Financial Aid award letter, and the online Registration Fee Assessment. The balance due will be the difference between total tuition and fees and the total net amount of any financial aid awarded. Tuition balances owed may be paid using any of the following methods:

- TuitionPay Payment Plan (available online) (Please note that this option is not available to International Students)
- Received or anticipated award of financial aid
- Credit card and electronic checks through the Otis website [Mastercard, Discover, American Express]
- Cash, personal check, cashier's check, or money order at the Otis Cashier's Window.
- Any combination of the above

Questions regarding payment of student account balances should be directed to the Student Accounts Office. Questions concerning Financial Aid should be directed to the Office of Financial Aid.

TUITION REFUNDS

The official date of withdrawal used in calculating refunds will be the student's last date of attendance as determined by the Registrar. Refer to "Withdrawal from the College" on page XXX. Students dismissed from Otis for disciplinary reasons forfeit the right to claim refunds of tuition, deposits, and fees. Students who withdraw will have their tuition and fees reduced according to the following schedule. In addition, students will be charged a \$100 administrative fee.

If you withdraw in Fall 2008 by 5:00 pm

Tuition Reduction

Friday, August 28	100%
September 4	90%
September 11	75%

September 18	50%
September 25	25%
after September 25	0%

If you withdraw in Spring 2009 by 5:00 pm

Tuition Reduction

Friday, January 8	100%
January 15	90%
January 22	75%
January 29	50%
February 5	25%
after February 5	0%

If you withdraw in Summer 2009 by 5:00 pm

Tuition Reduction

Friday, May 21	100%
May 28	90%
June 4	75%
June 11	50%
June 18	25%
after 18	0%

TUITION REFUND SCHEDULE FOR GRADUATE GRAPHIC DESIGN PRIMARY PROGRAM ONLY

If you withdraw in Spring 2010 by 5:00 pm

Tuition Reduction

Friday, January 8 (before 1st day)	100%
January 15 (1st week)	70%
January 22 (2nd week)	35%
after January 22 (after 2nd week)	0%

If you withdraw in Summer 2010 by 5:00 pm

Tuition Reduction

Friday, June 11 (before 1st day)	100%
June 18 (1st week)	70%
June 25 (2nd week)	35%
after June 25 (after 2nd week)	0%

Title IV Federal regulations require that a student who withdraws and is receiving Title IV financial aid will retain a portion of his/her federal aid based on the percentage of time he/she has attended classes during the term. The remaining financial aid must be returned to the government.

Important Notes:

- » Any and all Otis grants and scholarships are not earned until after the completion of tuition adjustment period published in column at left.

FINANCIAL INFORMATION

- » Students who drop below full-time status or withdraw after the completion of the tuition adjustment period as published on pg. 39.
- » Students who drop below full-time status or withdraw before the completion of the tuition adjustment period as published on pg. 39.

Tuition and fees are calculated using the following charges, as applicable. Fees are subject to change without notice.

STUDENT ACCOUNTS OFFICE

Financial arrangements must be finalized during registration for each term. Outstanding balances must be paid in full before a student is cleared to register for the next term. To determine the upcoming term's balance, refer to the tuition and fees schedule in the Catalogue, your financial aid award letter, if applicable as well as the Registration Fee Assessment. The balance due will be the difference between total tuition and fees and the total net amount of any financial aid awarded.

Tuition balances may be paid using any of the following methods:

- » Online: Echeck transfer, credit card (Mastercard, American Express, Discover, Diner's Club)
- » Cash, personal check, cashier's check, money order, wire transfer, or credit card
- » Received or anticipated award of financial aid
- » TuitionPay Payment Plan (Please note that this option is not available to International Students)
- » Any combination of the above

IMPORTANT

- » All account balances must be paid prior to registration for the next term.
- » Grade reports and/or academic transcripts will not be released if there is an outstanding balance on the student's account.
- » Seniors will not be cleared for Commencement or receive a diploma if account balances are not paid in full.
- » Delinquent accounts are referred to an outside collection agency. Students referred to collection are responsible for all collection costs.

Questions regarding payment of student account balances should be directed to the Student Accounts Office. Questions concerning financial aid should be directed to the Office of Financial Aid.

RETURNED ITEMS

The fee for a returned check/echeck is \$50.00. All returned checks/echecks must be replaced with cash, cashier's check, money order, wire transfer, or MasterCard within five business days. If a check/echeck is returned, the student's check/echeck writing privileges will be terminated for one year. All further transactions must be in the form of cash, cashier's check, money order, wire transfer, or credit cards.

RETURNED CREDIT CARD TRANSACTIONS

The fee for a returned credit card transaction is \$50.00. All returned credit card transactions must be replaced with cash, cashier's check, money order, wire transfer, personal check, or echeck within 5 days. If a credit card transaction is returned, the student's credit card privileges will be terminated for one year. All further transactions must be in the form of cash, cashier's check, money order, wire transfer, check, or echeck.

STUDENT ACCOUNT REFUND POLICY

In some instances, student accounts will show a credit balance (representing funds due back to the student or, in some cases, the parents) upon posting of all payments for the current term. In such cases, the following procedure applies:

- » The processing of the refund by the Student Accounts Office will begin when the student's account shows a credit balance.
- » The Student Accounts Office will begin processing the refund within eight (8) days after all of the following events:
 - A. The account has a credit balance.
 - B. The College has received verification that the funds received have been deposited to the College's bank account.

FINANCIAL AID

In order for financial aid awards to be disbursed (credited) to the student's account, the student's financial aid file must be complete, including all paperwork requested (tax forms, loan applications, verification forms, etc.)

Regarding loans, the lending institution will inform the student, in writing, of the status of his or her loan. In most cases, the student will be notified before funds are received by Otis. When the Otis Business Office receives electronically transmitted funds, the funds are processed and posted to the student's account within three (3) business days. In the case of paper checks, the student will be contacted to come to the Student Accounts Office to endorse the check. After endorsement, the funds will be processed within three (3) business days.

Once the Financial Aid process is completed and enrollment status has been verified, financial aid awards will be credited (disbursed) to the student's account. Note: An account is credited only when funds have been received and processed; the College does not advance monies or credit students' accounts for anticipated or estimated aid.

A credit balance results when the amount of actual aid and/or payments posted to a student's account exceed the total of tuition and fees charged for the term. Funds are posted to the student's account in the order received. If a credit balance occurs due to the posting of a PLUS loan, the refunded amount will go to the student's parents.

BUSINESS OFFICE/CASHIER (DISBURSEMENT)

A refund check will be processed within five (5) days of receipt of the Refund Disbursement Form in the Business Office. All checks, with the exception of PLUS Loan Refunds for the student's parents, will be mailed directly to the student at the official address on file with the Office of Registration and Records.

The College's refund policy complies with the Higher Education Amendments Act. The preceding information reflects regulations in effect at the time of this printing. Please contact the Financial Aid

Office regarding any possible changes. www.otis.edu/finaid/

FINANCIAL AID RESOURCES

Financial aid is an important resource for most students. Financial assistance in the form of grants, loans, scholarships, and/or work-study awards will help to bridge the gap between a student's own resources and the cost of tuition and fees.

Every student who is interested in receiving some form of Federal, state, or institutional financial assistance should apply for financial aid. The Free Application for Federal Student Aid (FAFSA) or the Otis Financial Aid Application must be completed to determine all aid. Students selected for verification must turn in additional requested documentation.

Scholarships are awarded on the basis of merit and financial need. Students must apply yearly in order to determine the financial aid for which they are eligible. When students apply for financial aid, they will be considered for all forms of assistance including grants, loans, and work-study.

Otis College of Art and Design, Title IV Code 001251

ON-LINE RESOURCES

A list of on-line resources and frequently visited sites are available at www.otis.edu/finaid/. The Otis Financial Aid Websites are the main source for up to date information and announcements.

OVERVIEW OF FINANCIAL AID SOURCES

SOURCES OF GIFT AID

- » Otis Institutional Grant
- » Otis Transfer Scholarship
- » NPDA Scholarship Award
- » Otis International Scholarship
- » Federal Pell Grant

FINANCIAL INFORMATION

- » Federal Supplement Education Opportunity Grant (SEOG)
- » Federal Academic Competitiveness Grant
- » State grants, such as the Cal Grant

LOANS OR WORK PROGRAMS

- » Federal Work Study
- » Institutional Work Study
- » Federal Stafford Subsidized and Unsubsidized Loans
- » Federal Parent PLUS Loan for Dependent Students
- » Federal Graduate PLUS Loan
- » Federal Perkins Loan
- » Private Educational Loans

OTIS GRANTS AND SCHOLARSHIPS

Otis awards grants and scholarships on the basis of merit and need. These grants and scholarships do not have to be repaid. Merit for continuing students is determined by review of academic records and Department Chair nominations. Named scholarship awards are not automatically renewable; students must reapply each year. An applicant who does not receive a scholarship one year may reapply in subsequent years. Merit for new incoming students is determined through a competitive evaluation of the applicant's admission materials. Any and all Otis grants and scholarships are not earned until after the completion of the tuition adjustment period as published in the catalogue. Students who drop below full-time status or withdraw before the completion of the tuition adjustment period as published in the catalogue forfeit all Otis grants and scholarships.

FEDERAL GRANTS

FEDERAL PELL GRANT

The Pell Grant Program is for undergraduates only and is one of the federal government's predominant student aid programs. It is an entitlement because all qualified students receive the grant and it does not have to be repaid. It may be used at any accredited college. The applicant must be enrolled as an undergraduate in a degree program and must meet the Pell Grant Eligibility criteria, which are determined annually by the government.

Awards vary from year to year. After submission of the FAFSA to the federal government processor, the student's financial information will be sent to the Otis Financial Aid Office for processing. Based on this information and the student's enrollment status, the Financial Aid Office will determine the amount of the applicant's award. After enrollment, these funds will be credited to the student's tuition account.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a governmental grant program for undergraduates only. Eligibility for the grant, which does not have to be repaid, depends on the applicant's need as determined through the FAFSA and the availability of SEOG funds.

FEDERAL ACADEMIC COMPETITIVENESS GRANT (ACG)

The ACG is for undergraduate students who are Pell eligible. Students must be enrolled in at least half-time, a U.S. Citizen or eligible non-citizen not previously enrolled in a program of undergraduate education (if a first year student) and high school graduates. Eligible students may receive this grant in the 1st and 2nd year of undergraduate program.

STATE GRANTS

CALIFORNIA STATE GRANT PROGRAM (CAL GRANT)

To apply for a California Grant, a student must be a California resident for at least one year prior to application, from March to March. California residents should apply by completing a Cal Grant GPA Verification Form and completing and mailing the FAFSA by March 2 of each year. Applications are available through the California Student Aid Commission www.csac.ca.gov, Otis Financial Aid Office, high school and community college counseling offices beginning January 1.

Cal Grants are awarded by the state of California to qualified students who are state residents. Awards are based on financial need and GPA. Students who attended a non-graded high school must take the Scholastic Aptitude Test (SAT). The deadline for filing

the SAT forms is September of each year. Further information can be obtained at

www.collegeboard.com/sat

OUT-OF-STATE SCHOLARSHIP AND GRANT PROGRAMS

Many other states maintain scholarship and grant programs. The requirements for qualifying students may vary from state to state, but in each case the student must maintain a legal permanent address in the state from which funds are sought. For information regarding programs and requirements, contact the home state's Department of Education.

WORK-STUDY

FEDERAL WORK-STUDY PROGRAM (FWS)

The FWS is a government-supported work program administered by the College. Depending on availability, funds will be awarded to qualifying students up to a maximum of \$4,000 a year. Unlike grant programs, the funds must be earned by the student through part-time, on-campus or approved off-campus employment.

OTIS WORK-STUDY PROGRAM

In addition to FWS funds, Otis adds institutional funds to its FWS funds so that more students have the opportunity for employment on campus. Part-time work is available, and a limited number of temporary employment opportunities are available during vacation periods.

LOANS

SUBSIDIZED STAFFORD LOANS

The Stafford Subsidized Student Loan Program is a federally funded program. Interest is subsidized while the student is in school at least half time. Loan eligibility is determined by the Otis Financial Aid Office. These funds must be repaid. A Federal Master Promissory Note must be signed by the student. The student must have a complete financial aid file before loans are processed, and an Entrance Interview (completed on-line at www.otis.edu/finaid/loans) before funds are disbursed.

UNSUBSIDIZED STAFFORD LOAN

This loan is similar to the Subsidized Stafford Loan, except that the interest is not subsidized by the government. These funds must be repaid and can be used only for school-related expenses such as tuition, fees, books, supplies, and room and board. This is only available to independent students or students who were denied for the parent loan.

FEDERAL PARENT PLUS LOAN FOR DEPENDENT STUDENTS

The federal PLUS loan program allows parents to borrow money for their student's education. These loans allow parents to apply for financial aid for each dependent student, whether he or she is a freshman, sophomore, junior, or senior.

FEDERAL GRADUATE PLUS LOAN FOR DEPENDENT STUDENTS

The federal GRAD PLUS loan program allows graduate students with no adverse credit to apply for more federal loan to cover the cost of education minus other aid.

OTHER AVAILABLE LOANS

Several private, non-federal loan programs are available at www.otis.edu/finaid/loans/

INTERNATIONAL STUDENTS

International Students with student visa status qualify for limited scholarship aid only. All other aid listed is available only to United States citizens and legal permanent residents. International applicants should research all sources of aid from government and private organizations in their country before leaving, since it is extremely difficult to obtain aid after arriving in the United States.

STUDY ABROAD (MOBILITY PROGRAM)

Financial aid funds can help with costs associated with studying at an out-of-state institution or in a foreign country.

CHANGES IN FINANCIAL AID INFORMATION

Students who drop from full-time (12 units) to part-time (less than 12 units) status within the first three

weeks of the term must notify the Financial Aid Office. If their address changes, they must inform the Office of Registration and Records.

CHANGE IN ENROLLMENT STATUS

Students who drop from full-time to part-time status within the first three weeks of the term receive tuition credit according to the schedule on pg. 47. Financial aid awards will be adjusted as follows:

FEDERAL PELL GRANT: determined by the Federal Payment Schedule

CAL GRANT: calculated based on half or three-quarter-time enrollment

FEDERAL STAFFORD/PLUS LOANS: eligibility based on at least half-time enrollment

OTIS SCHOLARSHIPS/GRANTS: cancelled

FEDERAL SEOG: prorated

FEDERAL PERKINS LOAN: calculated based on at least half-time enrollment

ACADEMIC COMPETITIVE GRANT: prorated

Students who enroll in less than six units will have all financial aid cancelled except for the Federal Pell Grant, Cal Grant and ACG Grant which will be reduced. Students who withdraw will be charged an administrative fee amounting to 5% of the total institutional costs, or \$100.00, whichever is less.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Maintaining SAP means that students must fulfill certain minimum standards in regard to academic progress and performance. These minimum standards are demonstrated in three areas: Grade Point Average (GPA), completion of academic year credits, and completion of the student's degree objective (maximum credits).

GPA REQUIREMENT

Undergraduates are required to have and maintain a 2.0 cumulative Otis GPA at the end of each year to qualify for all state and Otis institutional aid. Undergraduates must have and maintain a 2.0 cumulative Otis GPA by the end of the second academic year to qualify for federal aid. Progress is

monitored on a term basis. Should you fail to meet these requirements, you will become ineligible for aid and remain so until you have a 2.0 cumulative Otis GPA. To be reinstated for federal, state and Otis institutional financial aid eligibility, your cumulative Otis GPA must be brought up to a 2.0. Graduate students must pass all courses. If a graduate student receives a grade of "F" during a semester, he or she will be placed on academic probation for the following semester. If the student fails another course in the subsequent semester, he or she will become ineligible for aid and remain so until he or she enrolls and passes all classes in the following semester. Students who are academically dismissed will be suspended from receiving any type of aid. They regain eligibility once readmitted by the Academic Standing Committee. For more information, see pg xx.

COMPLETION OF CREDITS

Students must complete the minimum number of credits each term.

BFA Student	
Units Attempted	12+ units
Units Completed	
SAP Progress Met	11-12 Units
Probation	8-10 Units
Disqualified	0-7 Units

MFA Student	
Units Attempted	9+ units
Units Completed	
SAP Progress Met	8-9 Units
Probation	6-7 Units
Disqualified	0-5 Units

If a student receives a failing grade, an incomplete, or audits or withdraws from a class, these credits cannot be counted toward credit requirements. Credits from Developmental English 50 and 90 cannot be counted toward credit requirements if students take them after they have more than 30 units at Otis. The Financial Aid Office monitors completed units at the end of each term and determines if students:

1. have made satisfactory academic progress
2. will be placed on probation for one term, or
3. will be disqualified from receiving financial aid.

Important! Reinstatement of Financial Aid Eligibility:
During the next term
 that a disqualified student enrolls in 12 or more units,
 that student must complete
 at least 12 units.

MAXIMUM CREDITS

Students are required by federal regulation to complete their degrees within a reasonable time frame and within a reasonable number of credits. Undergraduate students are allowed a maximum of 150 units and graduate students are allowed 65 units to complete their degrees.

APPEAL

Students who are determined to be ineligible for financial aid due to lack of Satisfactory Academic Progress may appeal this decision by completing and submitting an SAP Appeal Form to the Financial Aid Office. Students will be notified of the decision by mail or email. Students dismissed by the college should submit the written appeal to the Academic Standing Committee in care of Registration and Records if they were instructed to do so

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to know about financial aid programs available at Otis; the procedures and forms for applying for student assistance; how eligibility is determined; the criteria for selecting recipients from a group of eligible applicants; the criteria for determining the types and amounts of financial assistance; how to gain access to relevant records in their student file; the terms and conditions governing the receipt of funds from any College scholarship, grant, student work, and loan program; and policies that govern processes regarding financial aid offers and appeals regarding refusal of award offers. For more information see www.otis.edu/finaid.

RETURN OF FINANCIAL AID AT WITHDRAWAL

Students who completely withdraw during the term at Otis will lose all or part of their financial aid, depending on how many days they attended Otis. The amount of financial aid earned is determined on a pro-rated basis.

Important!

- Any and all Otis grants and scholarships are not earned until after the completion of the tuition adjustment period published in the schedule on pg. 39.
- Students who drop below full-time status or withdraw after the completion of the tuition adjustment period published in the schedule on pg. 39 will retain Otis grants and scholarships.
- Students who drop below full-time status or withdraw before the completion of the tuition adjustment period published in the schedule on pg. 39 forfeit all Otis grants and scholarships.

REFUNDS ARE DISBURSED IN THE FOLLOWING ORDER:

Federal Stafford Loan (unsubsidized)
 Federal Stafford Loan (subsidized)
 Federal Parent PLUS Loan
 Federal Perkins Loan
 Federal Pell Grant
 Federal Graduate PLUS Loan
 Federal FSEOG
 Cal Grant and other state grants
 Otis College of Art and Design
 The Student

EXAMPLE OF RETURN OF FINANCIAL AID POLICY

1. Mary receives the following financial aid package:	
\$1,000	FSEOG
\$1,000	Pell Grant
\$1,000	PLUS Loan
\$1,000	Subsidized or Unsubsidized Stafford Loan
\$3,000	Otis Institutional Grant
\$7,000	Total

FINANCIAL INFORMATION

2. Mary attends 45 days of the 111-day fall term and then withdraws. 45 days attended/111 days in the term = 40% earned aid. Total federal financial aid earned: 40% of \$4000 = \$1600

3. She retains:

\$3000	Otis Institutional Grant
\$1000	FSEOG
\$600	Pell Grant

4. Otis returns federal aid in the following order:

\$1,000	Subsidized and Unsubsidized Stafford Loan
\$1,000	PLUS Loan
\$400	Pell Grant
\$0	FSEOG

FINANCIAL CONSEQUENCES OF WITHDRAWAL

In the above example Mary is withdrawing at a time in which she will receive no reduction of tuition charges.

The following is her financial liability:

Tuition fees and charges:	\$11,710
- Financial Aid:	\$4,600
= Balance Due:	\$7,110

GENERAL INFORMATION & CAMPUS POLICIES

ALCOHOL POLICY

Except as otherwise provided in this policy, students are not allowed to possess or consume alcohol while in any Otis College facility or on the College grounds, including the off-site Student Housing Program. In addition students are not allowed to possess or consume alcohol off campus at official Otis sponsored events. Violators are subject to the provisions set forth in the Code of Conduct. California law prohibits the consumption of alcoholic beverages by persons under the age of 21. The College expects all members of the community, over the age of 21, to conduct themselves in a responsible manner when consuming alcohol in general. Drunkenness and public intoxication are unacceptable, and those who violate this norm will be subject to disciplinary sanctions.

Alcohol is only permitted on campus in connection with special events sponsored by the Ben Maltz Gallery and Institutional Advancement. At these events, alcohol can only be served by a bonded bartender. In addition, alcohol may be served by the Graduate Programs during events, with advance approval by the Graduate Chair and Provost and the alcohol can only be served by a bonded bartender.

All students must abide by all local, state, and federal regulations related to the consumption and possession of alcohol.

ACCREDITATION

Otis is accredited by the National Association of Schools of Art and Design (NASAD) and the Western Association of Schools and Colleges (WASC). Any pertinent accreditation information is available through the Provost's Office.

CODE OF CONDUCT VIOLATIONS

Any member of the Otis community may file a complaint for a violation of the Code of Conduct. Violations should be reported on a Code of Conduct Complaint Form and filed with any member of the Student Conduct Committee (see Code of Conduct, pg. 72, for Committee membership). Forms are available in the Office of Student Affairs and online at www.otis.edu.

COMPUTER NETWORK AND INTERNET ACCESS POLICY

The Internet is a worldwide network of computers that contains millions of pages of information and advertisements. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email address on the Internet may lead to receipt of unsolicited email (i.e., "spam") containing offensive content. Users accessing the Internet do so at their own risk; Otis is not responsible for material viewed or downloaded from the Internet by users. Users should be aware that Otis monitors use of its Internet and email system and that a student's Internet and email access are the property of Otis. Otis' monitoring activities may change periodically to comply with specific legislation. It is important that students read each section of the Policy that affects their work because they will, in the future, be deemed to be aware of its contents in the event that there is any breach of Otis policy. Otis encourages the use of electronic and technological media in the conduct of its business. Otis expects students to use these facilities sensibly and to act professionally. For example, when sending email messages, students should use the same safeguards and precautions as they would when sending a fax or letter and should not act on impulse. Similarly, students should exercise proper judgment as to which Internet sites they visit. Otis accepts that it is sometimes difficult to determine the boundaries between acceptable and unacceptable behavior; consequently, the College has set down guidelines for the use of Otis IT systems (these guidelines may be amended from time to time). If a student does not understand any of the following rules, he or she should discuss them with an Academic Computing staff member. Students will be subject to disciplinary action if they violate the Policy or otherwise abuse or misuse the system. Depending upon the severity of the offense, students may also be subject to summary dismissal.

E-mail and Internet use at Otis is governed by the following policy:

COMMUNICATION OF TRADE SECRETS

Unless expressly authorized to do so, users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets, or other confidential information belonging to the College. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

COMPUTER NETWORK USE LIMITATIONS

Among prohibited activities, the College's computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive codes (e.g., viruses, Trojan horse programs, etc.), or any other unauthorized materials. At all times users are responsible for the professional, ethical, and lawful use of the computer system. Use of the computer is a privilege that may be revoked at any time by the College.

DUTY NOT TO WASTE OR DAMAGE COMPUTER RESOURCES

» **ACCESSING THE INTERNET**

To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the College's network must do so through an approved Internet firewall or other security device. Bypassing the College's computer network security devices by accessing the Internet directly by modem or other means is strictly prohibited.

» **BLOCKING SITES WITH INAPPROPRIATE CONTENT**

The College has the right to utilize software that makes it possible to identify and block access to Internet activities that limit computer and network resources such as online chat, streaming video, and mass mailings, as well as Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

» **FRIVOLOUS USE**

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business or education-related uses of the Internet.

» **INTELLECTUAL PROPERTY**

Broadly speaking, intellectual property refers to copyrighted material, designs, patents, trademarks, inventions, ideas, know-how, business information, and lists. Most images, text, and materials are protected by copyright; trademarks protect others. The downloading, possession, distribution, or copying of a copyrighted work—for example, a document, photograph, piece of music, or video—is an infringement of copyright unless the person downloading is properly authorized to do so by the copyright owner. Therefore, absent authorization from the copyright owner, these activities are prohibited. These basic principles also apply to materials obtained from third parties such as customers, other companies, information services, and Internet sites. Students should address inquiries or concerns to the appropriate faculty or staff member.

» **MONITORING OF COMPUTER AND INTERNET USAGE**

The College has the right to monitor and log any and all aspects of its computer system including, but not limited to: Internet sites visited by users, email traffic, chat and newsgroups, file downloads, and all communications sent and received by users.

» **NO EXPECTATION OF PRIVACY**

Students and employees may be provided with computers and Internet access to assist them in the performance of studies and their jobs. Students and employees should have no expectation of privacy in anything they create, store, send, or receive using the College's computer equipment. The computer network is the property of the College and may be used only for legitimate College purposes. The College reserves all rights to monitor computer usage and enforce the Policy.

» **OWNERSHIP**

All intellectual property created in the course of study or employment by the College or a College-sponsored project belongs to Otis College. All computer equipment, software, and facilities used by students and employees are also proprietary to Otis College, including all documents, materials, and email created. Accordingly, students and employees should use Otis College property and intellectual property only in the work context and solely for the benefit of Otis College. Otis College reserves the right to monitor, access, retrieve, review, and delete the following without notifying the individual concerned: all email sent, received, or in the course of composition; mail boxes and private directories; all use of the Internet and all other communication techniques deployed while using the system; music and movies; and any third party screen savers, software, materials, etc. on the system. Otis College also reserves the right to withdraw any of the facilities privileges provided by the College if the College considers that a student's or employee's use of them is in any way unacceptable.

» **VIRUS DETECTION**

Files obtained from sources outside the College, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to email, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the College's

computer network. Users should never download files from the Internet, accept email attachments from outsiders, or use disks from non-College sources without first scanning the material with College-approved virus checking software. If you suspect that a virus has been introduced into the College's network, notify the College immediately.

» **WAIVER OF PRIVACY RIGHTS**

A user expressly waives any right of privacy in anything he or she creates, stores, sends, or receives using the College's computer equipment or Internet access. A user consents to allow College personnel access to and review of all materials created, stored, sent, or received by the user through any College network or Internet connection.

ILLEGAL COPYING

Users may not illegally copy network material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material that they wish to download or copy. Users may not agree to a license or download any material for which a fee is charged without first obtaining the express written permission of the College.

PERMITTED USE OF INTERNET AND COLLEGE COMPUTER NETWORK

The computer network is the property of Otis and is to be used for legitimate business/educational purposes. Users are provided access to the computer network to assist them in the performance of their studies or jobs. Additionally, they may also be provided with access to the Internet through the computer network. All users have a responsibility to use the College's computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible expulsion, termination, and civil and/or criminal liability.

GENERAL INFORMATION & CAMPUS POLICIES

SOFTWARE USAGE POLICY

Otis supports a variety of software programs for instruction, production, and demonstration purposes. The Office of Academic Computing Services maintains all software licenses for academic use. Students, faculty, and staff are free to use any of the supported software including fonts and utilities on any of the open-access computers. All of the available software is either installed locally on the computer's hard drive or obtained via the network off the lab software server. Copying Otis software or installing personal copies of software on any of the campus computers is not permitted and may result in the loss of computer lab access privileges and disciplinary action.

COPYRIGHT COMPLIANCE

STUDENTS

Students of the College are responsible for observing the laws concerning the use of copyrighted material, subject to exceptions for fair use. In many instances, plagiarism will also constitute a copyright violation. A copyright violation carries with it the potential for civil and criminal penalties.

Civil penalties may consist of the actual damages and lost profits of the copyright owner, or penalties of up to \$150,000 for willful violations and up to \$30,000 for accidental violations. Copyright infringers will also be liable for the attorney fees of the copyright owner, which may easily exceed \$100,000 in a simple case. Criminal penalties include federal imprisonment for up to 10 years as well as forfeiture of the illegally reproduced materials and the devices used to make them. If a student causes the forfeiture of any College property due to copyright violation, the College will require the student to pay restitution to the College. California law also criminalizes the unauthorized distribution of copyrighted sound recordings and films, via electronic file sharing software.

THIRD PARTY INTELLECTUAL PROPERTY/COPYRIGHT

Broadly speaking, intellectual property refers to copyrighted material, designs, patents, trademarks, inventions, ideas, know how, business information,

and lists. Most images, text and materials are protected by copyright; trademarks protect others. The downloading, possession, distribution or copying of a copyright work; for example, a document, photograph, piece of music or video, is an infringement of copyright unless the person downloading is properly authorized to do so by the copyright owner. Therefore, absent authorization from the copyright owner, these activities are prohibited. These basic principles also apply to materials obtained from third parties such as customers, other companies, information services, and Internet sites. Address inquiries or concerns to the appropriate faculty or staff member.

COPYRIGHT/EDUCATIONAL FAIR USE

Faculty members of the College are responsible for observing the laws concerning the use of copyrighted material. Section 107 of the Federal Copyright Law Revision of 1978 provides that fair use of "a copyrighted work," for purposes such as teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement on copyright. Copyright laws and statutes are complicated. Specific resources about these laws are available in the College library.

The four statutory criteria used to determine whether the use made of a work in any particular case is a fair use are:

- » The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational uses
- » The nature of the copyrighted work
- » How substantial a portion is used in relation to the copyrighted work as a whole
- » The effect of the use upon the potential market

DRUG-FREE WORKPLACE

Otis is a drug-free workplace and the College will not tolerate the manufacture, distribution, dispensation, sale, purchase, possession, offer to sell, and/or use of any illegal drugs (as defined by the statutes of the state of California) in any Otis facility or at any Otis function. Any student found to have violated this

policy will be subject to arrest and disciplinary action in accordance with the Code of Conduct policy.

STUDENT EMERGENCY LOAN

The purpose of this emergency, short term loan is to assist students in purchasing supplies, books, and other items needed to be successful in class. The loan is available to a student during the first four weeks of each academic term. The amount is limited to a maximum of \$300.00. In special circumstances, the Dean of Student Affairs will approve an emergency loan after the first four weeks of the term or in an amount greater than \$300.00. Loans are due and payable by the end of the term in which the loan was approved. All outstanding balances on a students' account must be paid before a student is eligible to register for classes. To qualify for a loan, a student must place in writing how they will intend to re-pay the loan, i.e. through working, work study, financial aid refund, etc... Please see the Office of Student Affairs for details and an application. Upon approval, the loan processing time is approximately 5-7 business days.

ENVIRONMENTAL SUSTAINABILITY ON CAMPUS

- » All Goldsmith Campus trash is recycled at a central facility.
- » Lighting is 100% efficient ballast 6 TB/T12 efficient fluorescent tubes.
- » Hand dryers in Ahmanson/Galef reduce paper waste.
- » Non-emergency lighting is controlled by timers, pressure controls, and motion sensors.
- » The Ahmanson HVAC system is a highly efficient "VAV" (Variable Air Volume) and fan drives are variable speed with a computer-controlled environmental thermostat. The Galef HV/HVAC system uses "smart" thermostat control.
- » Ahmanson's stainless steel water tower heat exchanger is highly efficient.
- » Galef building design is based on green principles with solar efficient exterior building "Low E" glass.
- » Ceramic kilns are energy-efficient and firing takes place at night during "low peak" usage.

- » Goldsmith elevators are computer controlled and use an efficient "smart" system.
- » Goldsmith uses a solvent wash station and rag recycling service.
- » Faculty/staff carpooling is encouraged through incentives.
- » Eco-friendly packaging choices are offered at café.
- » FSC certified recycled paper and printing are used in College publications.

FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day that the College receives a request for access.

Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place at which the student may inspect and review the requested record(s). 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 the student's education records that the student believes are inaccurate or misleading. Students should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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 he or she is notified of the right to a hearing.

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

One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The College may disclose certain information, known as directory information, at its discretion without consent. Students may refuse to let the College release any or all of this information. If a student does not want this information released, the student must send written notice annually to the Registration Office. Forms are available from that office. The College has established the following student information as public or directory information: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

FERPA is administered by the Family Policy Compliance Office:

U.S. Dept. of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FIELD TRIPS

Field trips and off-campus tours of galleries, working studios, or other College-related off-campus activities are part of the educational experience at Otis. Each student should sign a field trip waiver for each off-campus outing (available through the sponsoring faculty and/or academic department). The College expects that students will conduct themselves in a professional manner at all times during on and off-campus activities. The Code of Conduct applies to all College events both on and off-campus.

HAZING

The College hazing policy adheres to California state law (California Education Code) as excerpted below:

32050. HAZING

As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, college, university, and other educational institution in this state, but the term hazing does not include customary athletic events and other similar contests and competitions.

32051. HAZING; PROHIBITION; VIOLATION; MISDEMEANOR

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars

(\$5,000), or imprisonment in the county jail for not more than one year, or both.

ENFORCEMENT

It is the responsibility of all organization officers, advisors, and the Office of Student Affairs to inform members, associates, and alumni of this hazing policy and to ensure that all Otis organizations adhere to this policy. Further, any student found to be involved in any hazing activity will face disciplinary action and will be subject to criminal and civil action as it relates to California state law.

HOUSING POLICIES, PROCEDURES, AND RULES

RULES AND POLICIES

In a group living situation, there is a need to establish various policies, guidelines and behavioral expectations to protect both the rights of the individual and those of the community. Otis' policies foster a safe environment, reflect the values to which the College subscribes, and develop the students' capabilities as they progress through their college years. All residential and non-residential students are responsible for abiding by College policies as published in the Student Handbook and the Housing Code of Conduct agreements.

Violations of any residence life and housing policy shall be considered a violation of the code of student conduct and may result in, but is not limited to, disciplinary action, which may include termination of the housing agreement and/or college suspension. Residents who are present during policy violations and/or have knowledge of policy violations will be documented and may be found responsible for the violation(s) being documented.

STUDENT CONDUCT

All housing student conduct matters will be handled through the Assistant Dean of Student Affairs. Student conduct conferences will be held in a manner that ensures fundamental fairness. Students will be

sanctioned according to the conduct violation. Sanctions are imposed as an educative means of holding students and groups accountable for their actions. Sanctions include, but are not limited to a warning, fine, probation, restitution, relocation, educational sanctions, guest restriction, and removal from housing.

Students have the right to appeal any student conduct decision within five business days of receiving the written notice of the decision. If students are appealing a removal from housing decision, the appeal must be received within 24 hours of receiving the written decision. Students may not appeal additional fines sanctioned to the student due to non-completion of the original sanction. Also, students may not appeal non-compliance fines and/or sanctions.

Appeals will be considered based upon additional information that could not be produced at the time of the initial conference. To formally appeal a decision the student must submit a letter detailing the incident to the appeals committee, along with the Appeal Form from the Office of Student Affairs.

A student who fails to show for her/his scheduled appointment for a conduct conference is not excused from pending action and forfeits the right to appeal. The conduct meeting will take place as scheduled, information will be reviewed, and a decision made. The student will be informed of that decision in writing. A student who voluntarily withdraws from the College or leaves the housing program prior to completion of the conference and/or prior to completing the sanction is not excused from completing the sanction.

For a complete list of residence life policies and procedures, please see the Office of Student Affairs. A complete list is distributed to residents of the Otis Student Housing Program who are responsible for all information contained within.

IMMUNIZATION INFORMATION

Otis College of Art and Design does not require you to provide immunization records for enrollment, however the College recommends for your personal health that you are immunized.

The following are recommended immunizations:

- * MMR's (Measles, Mumps, Rubella) Vaccination
- * Tuberculosis (TB) skin Test (Mantoux)
- * Meningitis (if you plan on living in Housing)

Note: the above is NOT mandatory but a recommendation which should support you in maintaining good health while attending Otis. All questions regarding your health, should be directed to the Office of Student Affairs at 310.665.6960 or e-mail student@otis.edu

For up to date information about immunizations go to: http://www.otis.edu/life_otis/student_life/student_affairs/immunizations.html

INCIDENT REPORTS, ACCIDENTS, AND INJURIES

Whenever a student is the victim of injury, theft, or vandalism incident (either on campus or on a field trip), the Dean of Student Affairs should be notified immediately. It is critical that an Incident Report be filed with the Office of Student Affairs to document any injury, theft, or vandalism incident, both for the victim's sake and for the school's records.

In the event of serious injury, call the paramedics immediately by dialing 911. For injuries of a less serious nature, First Aid kits are located on each floor of the Goldsmith Campus, the Fashion Design location, and Graduate Studios. All accidents should be reported to the Dean of Student Affairs. Incident Report forms can be obtained in the departmental offices, from campus security, and from the Office of Student Affairs. Your timely assistance and cooperation will allow the College to become more responsive to emergencies and better able to establish procedures that ensure a safe and secure environment.

INTELLECTUAL PROPERTY POLICY

The College recognizes that students, faculty, employees, contractors, administrators, and the College itself often creates or contributes to innovative thought, design, and invention. Accordingly, the College has adopted an Intellectual Property Policy to equitably address these matters, thereby providing further motivation for creative expression. In general, the Policy provides that those who create independently of the College reap the entire fruits of their labor, while those who create with the support of the College share the benefits of their creations with the College.

OWNERSHIP

I. Preamble

The creation of copyrightable and patentable works is one of the ways the College fulfills its mission of contributing to the advancement of knowledge and education. The College encourages the creation of original works as well as the free expression and exchange of ideas.

This Policy is intended to embody the spirit of academic tradition, which provides intellectual property ownership to faculty and students for their scholarly and aesthetic copyrighted works, innovative invention, and design, and is otherwise consistent with the United States copyright and patent laws, which provide the College ownership of its employment-related works.

ii. purpose and scope

This statement sets forth the College's Policy on copyright and patent ownership for works and inventions produced at, by, or through the College. This Policy applies to College employees (including faculty), students, and other persons or entities using College facilities or resources or acting under contract with the College for commissioned works.

iii. definitions

For purposes of this Policy, the following definitions shall apply:

- » **College Facilities:** College Facilities are buildings, equipment, and other facilities under the control of the College.
- » **College Funds:** College Funds are funds, regardless of source, that are administered under the control, responsibility, or authority of the College.
- » **College Resources:** College Resources are College Funds and Facilities.
- » **Copyrights:** Copyrights are the intangible property rights granted by federal statute for an original work fixed in a tangible form of expression. Copyrights provide the owner(s) with the following exclusive rights in a work: to reproduce, to prepare derivative works, to distribute by sale or otherwise, to perform publicly, and to display publicly.
- » **Independent Effort:** Independent Effort means creation, inquiry, investigation, design, and engineering to advance knowledge, the arts, or invention where the specific choice, content, course, and direction of the effort is determined without direct assignment or supervision by the College.
- » **Property:** Intellectual Property means Copyrights and Patents.
- » **License:** A License is a contract in which an owner of Intellectual Property rights grants to another permission to exercise one or more of those rights.
- » **Originator(s):** An Originator is one who invents or produces a Work by his or her own innovation, intellectual labor, and creativity. When there is more than one Originator, the ownership of each Originator's contribution shall be considered separately pursuant to this Policy.
- » **Patent:** A Patent is a right granted by the federal government to exclude others from making, using, or selling the invention or design claimed in a patent deed for a specified period of time.
- » **Royalties:** Royalties are payments made to an owner of Intellectual Property rights for the privilege of exercising one or more of those rights.
- » **Sponsor:** A Sponsor is a person, organization, or agency that provides funding, equipment, or other support for the College to carry out a specified project pursuant to a written agreement. Sponsors include federal, state, local, and other

governmental entities as well as private industry, educational institutions, and private foundations.

- » **Work:** A Work is any copyrightable expression including, without limitation, literary work (written lectures are included); musical work including any accompanying words; dramatic work, including any accompanying music; pantomimes and choreographic work; pictorial, graphic, and sculptural work; motion pictures and other audiovisual work; sound recordings; collections and anthologies, digital artwork (still or animated), and computer software as well as any patentable invention or design.

IV. INTELLECTUAL PROPERTY OWNERSHIP BY CATEGORY OF WORK

- » **Scholarly/Aesthetic Work:** A Scholarly/Aesthetic Work is a Work originated by a faculty member, student, or employee of the College not within the course and scope of employment and education resulting from efforts independent of College Resources. Ownership of rights to Scholarly/Aesthetic Works shall reside with the Originator, unless they are also Sponsored Works or Contracted Facilities Works.
- » **Personal Work:** A Personal Work is a Work that originates outside the course and scope of College employment and education and without the use of College Resources. Ownership of rights to Personal Works shall reside with the Originator.
- » **Student Work:** A Student Work is a Work that is produced by a registered student without the use of College Funds (other than Student Financial Aid), that is produced outside any College employment, and that is not a Sponsored, Contracted Facilities, or Commissioned Work. Ownership of rights to Student Works shall reside with the Originator.
- » **Sponsored Work:** A Sponsored Work is a Work first produced by or through the College in the performance of a written agreement between the College and a Sponsor. Ownership of rights to Sponsored Works shall be with the College.
- » **Commissioned Work:** A Commissioned Work is a Work produced for College purposes by individuals not employed by the College or by

College employees outside the scope of their regular College employment. When the College commissions the production of a Copyrighted Work, it shall be a work-for-hire, and title shall reside with the College. In all Commissioned Work, ownership shall be specified in a written agreement.

- » **Contracted Facilities Work:** A Contracted Facilities Work is a Work produced by non-College personnel or College personnel acting outside the course and scope of their employment, using designated College Facilities pursuant to a written agreement. Ownership of rights to Contracted Facilities Work shall be governed by the agreement permitting use of the specified College Facilities. Depending on the nature of the Facility and the nature and extent of the use, the agreement may specify that ownership of resulting Intellectual Property rights rests with the College, or the College simply may be paid a fee for the use of the Facility.
- » **Institutional Work:** Except as otherwise provided in this Policy, the College shall own all Intellectual Property rights to Works made by College employees (including faculty) and students in the course and scope of their employment and education and shall own all rights to Works made with the use of College Resources.
- » **Rights Acquired by Assignment or Will:** The College may acquire rights to Intellectual Property by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreement or testament should be consistent with this Policy and other College policies governing such acquisitions.

V. OWNERSHIP OF JOINT WORKS

Ownership of joint Works shall be determined by separately assessing the Category of Work of each Originator pursuant to Section IV above. Rights between or among joint owners shall be determined pursuant to patent or copyright law, as applicable.

VI. AGREEMENT AND NOTIFICATION

Prior to any use of a College Facility by non-College personnel or by College personnel outside of College

employment and education, a signed agreement shall be required that specifies the disposition of Intellectual Property rights. College employees using College Facilities for work outside of College employment are responsible for bringing this to the College's attention so that an appropriate agreement for use can be negotiated.

Those participating in sponsored projects must have an agreement on file with the College that acknowledges:

- (a) individual and joint responsibility to produce and deliver Sponsored Works to the Sponsor, as required by the terms of the sponsored project agreement and/or to the College when so requested, and
- (b) that ownership of Sponsored Works shall vest in the College.

VII. LICENSING AND ROYALTIES

The College may assign or license its Intellectual Property rights to others. Net royalties or income received from such transactions may be shared with the Originator(s) of such Works as follows:

Net proceeds received by the College,
Less: Patenting/Copyrighting and related costs

Sharing of net remaining proceeds:
33 1/3 % to the Originator(s) for personal use,
66 2/3 % to the College

VIII. COPYRIGHT RESPONSIBILITIES AND ADMINISTRATION

For Works subject to this Policy, the College Administration is authorized to:

- (a) Issue guidelines, implementing procedures, and supplementary policies consistent with this Policy. These may include directives regarding licensure, disposition of royalty income, and other rights related to Intellectual Property.
- (b) Apply for patents, register copyrights, and, pursuant to written agreements, acquire and accept Intellectual Property rights from third parties and sell, assign, or grant Licenses in the name of the College for any Intellectual Property rights.

INTERNATIONAL STUDENTS

International students who need assistance regarding their registration and status

should see Juan Venegas, the Designated School Official in the Office of Registration and Records (jvenegas@otis.edu). For support services, international students should see Dr. Carol Branch in the Student Resources Center (ananse@otis.edu). Students transferring to another school must notify the Designated School Official. Students who do not plan to return for the following term must complete a Student Change of Status Form in the Office of Registration and Records. Students taking off-campus classes must have approval from Department Chair and Designated School Official. Students must obtain a Request to Withdraw from the College Form from the Office of Registration and Records and request a letter from the Designated School Official.

LOST AND FOUND

First Floor Security Desk, in the Ahmanson Lobby, serves as the College's Lost and Found site. If you find an item that may have been lost, please take it to the security desk, first floor Ahmanson, Goldsmith Campus. To increase your chances of having lost items returned: write your name and phone number in your books and notebooks; use laundry-proof marking pens for clothing and bags; and borrow an electric engraver from the Tool Crib to inscribe items such as cameras. Items brought to Lost and Found will be held for one month and then disposed of if they are unclaimed and ownership cannot be determined.

MAIL POLICY

Students are not allowed to use the Otis College address as a mailing address unless permission has been given by the Dean of Student Affairs and the Director of Purchasing.

NON-DISCRIMINATION POLICY

Otis does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, handicap, or age. Otis seeks compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504

of the Rehabilitation Act of 1973, as amended, which respectively prohibit such forms of discrimination.

OFFICIAL NOTICES

Methods for official notice at Otis are e-mail, postal mail, bulletin boards (including locations on the 1st floor in Ahmanson Hall, Fashion Campus, and Graduate Studios), and student mailboxes in each department.

PARKING

Parking permits are available through the Office of Registration and Records. A parking permit must be displayed at all times when a car is parked on the College grounds. Cars without a valid Otis parking permit will be cited and/or towed by the LAPD. Students are expected to follow all posted signs and placards and park in designated spaces only. Tickets will be issued to individuals parked in more than one space, in a reserved space, or in areas assigned for visitors, disabled persons, or carpool parking. In addition, all vehicles parked in the visitors' area must display a valid visitor's permit, available at the security desk. All parking violations carry a minimum fine of \$35.00. Student fines will be posted to student accounts. Some violations also carry additional fines assessed by the city and/or county government. Unpaid fines are considered holds on a student's account and will prevent the student from registering for classes, obtaining transcripts, and/or completing other College business.

PETS

Pets or other animals are normally not allowed on campus (including being walked or in a vehicle) unless they are authorized service animals (e.g. dogs assisting visually impaired individuals, police dogs, etc.) Violators will be requested to immediately remove the animal from campus.

RACIAL DISCRIMINATION

Otis invites and welcomes faculty, staff, and students from all racial and cultural backgrounds. The College is committed to providing and promoting an

environment free of racially discriminatory conduct, and each member of the College community shares in the responsibility of this commitment and the promotion of these values.

College policy prohibits students, faculty, staff, and agents of the College from discrimination against, and abuse or harassment of, any person because of his or her race, color, or national origin. This prohibition includes engaging in behavior that may:

- » Threaten the physical safety of any member of the community
- » Create an educational environment hostile to any member
- » Discriminate against another person or persons
- » Inflict physical, emotional, or mental injury to, or provoke a violent response from, a reasonable person. This policy applies to all members of the College including students, faculty, and staff, as well as guests, visitors, and those functioning in relationship to or as agents of the College.

SEXUAL ASSAULT

Otis College of Art and Design prohibits rape, acquaintance rape, and sexual assault.

Sexual assault is a violation of the College's Code of Conduct, as well as a violation of the law.

In an effort to reduce the risk of sexual assault occurring among its students, the College provides awareness and prevention programming. These outreach efforts are coordinated by Student Counseling Services. For information, call 310-665-6968.

In the event that a sexual assault does occur, the College takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension, or dismissal from Otis. If a student is accused of sexual assault s/he is subject to disciplinary action in accordance with the stated Code of Conduct in the Otis Student Handbook. A student wishing to officially report such an incident may do so by contacting the Dean of Student Affairs 310.665.6960 or Security at

310.665.6965. Anyone with knowledge about a sexual assault is encouraged to report it immediately.

If You Are Sexually Assaulted

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, let a security officer know if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support to assist you in the crisis. If you are on campus go to Student Counseling Services located in the StudentResourcesCenter, Ahmanson Hall, first floor. Contact Information for Counseling Services is 310.665.6968, or call Dr. Fred Barnes, Director of Counseling Services at 877452.8301.

3. For your safety and well being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 72 hours, is important. The Santa MonicaRapeTreatmentCenter will arrange for a specific medical examination at no charge. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles which may be used for evidence.

4. Even after the immediate crisis has passed, consider seeking support from Student Counseling Services at Otis or the Santa MonicaRapeTreatmentCenter.
5. Contact the Dean of Student Affairs at 310.665.6961 if you need assistance with College-related concerns.

Santa Monica-UCLA Medical Center
1250 Sixteenth Street
Santa Monica, California 90404
(310) 319-4000

Legal Definitions

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to a disability or intoxication. Many rapes are committed

by someone the victim knows, such as a date or friend.

Under California law, rape is sexual intercourse against the will of the victim that can occur under a variety of circumstances, including:

- * Where the victim is prevented from resisting due to alcohol or drugs.
- * Where the assailant uses physical force or the threat of force to overpower and control the victim.
- * Where the victim fears that she or he or another will be injured if the victim does not submit.
- * Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
- * Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
- * Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
- * Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
- * Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

The complete California rape law is contained in Section 261 of the Penal Code. The spousal rape law is set forth in Section 262.

Other Sexual Assaults

Besides rape, other sexual assault crimes include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of the College that sexual harassment is prohibited. All members of the College community, especially officers, faculty, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. This policy applies only to sexual harassment in which a student is the complainant and an officer, faculty member, staff member, or other student is the alleged harasser. Sexual harassment may occur in numerous forms, many of which are violations of federal and state laws. For the purposes of this policy, the following are considered sexual harassment:

UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL, VISUAL, OR PHYSICAL CONDUCT OF A SEXUAL NATURE, MADE BY SOMEONE FROM OR IN THE WORK OR EDUCATIONAL SETTING, UNDER ANY OF THE FOLLOWING CONDITIONS:

- » Submissions to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- » Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- » The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment, as judged by a reasonable person.
- » Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member, or staff member should be brought to the immediate attention of the Director of Human

Resources. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the Dean of Student Affairs. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment but feels it would not be appropriate to raise such issues with the Director of Human Resources or the Dean of Student Affairs, the student may inquire or complain to any Department Chair or any officer of the College at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings up to and including immediate termination from employment or dismissal from the College.

SEX OFFENDERS

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Otis College of Art and Design is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the State of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. <http://meganslaw.ca.gov/>

NON-MOTORIZED VEHICLE POLICY

The use of skateboards, bicycles, in-line skates and any other non-motorized transportation shall be allowed only as a means of transportation on public sidewalks and streets immediately adjacent to College property. Skateboards, bicycles, in-line skates, and other non-motorized vehicles, are not permitted for use inside any Otis facility, or building, on the College grounds, or in the parking structure. Bicycles must be placed on the bike racks outside. Violators will be subject to appropriate disciplinary action.

SMOKING

Smoking is not allowed inside any Otis facility or building. Students, staff, and faculty must use the designated smoking area at the rear of Ahmanson Hall (Lincoln Boulevard side). Individuals who violate college, city and state regulations may be subject to heavy fines as well as disciplinary action. The no-smoking policy must be observed by all students, residents, guests, and visitors.

STUDENT DUE PROCESS PROCEDURE

In the event that a student has an issue or concern that is not otherwise addressed or provided for in the Student Handbook or by the College's other rules, regulations, or procedures, the student may inform the Dean of Student Affairs of the issue or concern. The subsequent determination and resolution of the issue or concern by the College shall be final.

OTIS CODE OF CONDUCT

As members of the Otis College community, students are expected to behave responsibly at all times. The College expects and trusts its students to be honest in their studio, classroom, and community endeavors. This honor system is the basis for the College's operations and activities.

The following Code of Conduct has been established to explain what constitutes unacceptable behavior, the procedures regarding discipline, and the student's responsibilities as a member of the Otis College community. All violations should be reported promptly to a member of the Student Conduct Committee, which is comprised of the Dean of Student Affairs, Provost, and the Vice President of Administration and Finance. All Continuing Education (C.E.) students should report violations to the Dean of Continuing Education.

An interim suspension may be imposed by the Dean of Student Affairs or a designee pending disciplinary proceedings or medical evaluation, with such interim suspension to become immediately effective without prior notice whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to himself or herself or to others or to the stability and continuance of normal College functions. An interim suspension or dismissal from a C.E. class or program may be imposed by the Dean of Continuing Education without prior notice.

I. DEFINITIONS

- » Student: A student is an individual for whom the College maintains a student record and who:
 1. is currently enrolled or registered; or
 2. has completed the immediately preceding term and is eligible for re-enrollment;
or
 3. is on an approved leave.
- » Notice: Notice shall be either in person or mailed to the permanent address of record.
- » Days: The term "days" means calendar days.
- » Campus: The term "campus" refers to any facility owned or operated by Otis.

II. INHERENT AUTHORITY

The College reserves the right to take any and all appropriate action that it deems necessary to protect and ensure the safety and well-being of the campus community.

III. STUDENT CONDUCT POLICIES

Students are members of the College community and society at large. Students are expected to comply with all federal, state, and local laws as well as with the policies of the College. Students will be accountable to both civil authorities and to the College for acts that constitute violations of law and of this Code. The Code of Conduct applies to all campus activities and to official College events off-campus.

GROUNDS FOR DISCIPLINE

Discipline may be imposed for a violation of, or for an attempt to violate, the Code. The lack of intent will not be considered in the determination of whether a violation or an attempted violation has occurred. Violations, or attempted violations, include but are not limited to:

1. All forms of academic misconduct, including but not limited to: cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Other forms of dishonesty, including but not limited to: fabricating information or knowingly furnishing false information to the College or officials acting in the performance of their duties on behalf of the College.
3. Alteration, forgery, or misuse of College documents, records, keys, devices or identifications.
4. Theft of, conversion of, damage to, or destruction of any College property or property of others.
5. Unauthorized entry to, possession of, receipt of, or use of College property, equipment, or resources.
6. Interference with, or willful negligence of, the security of any College facility.
7. Physical abuse including but not limited to: rape, sexual assault, threats of violence, or causing a reasonable apprehension of such harm, or conduct

OTIS CODE OF CONDUCT

- that threatens the safety of any person.
8. Sexual harassment, or harassment or intimidation of a person or group of persons on campus or at a campus activity.
 9. Disruption of, interference with, or obstruction of teaching, administration, or any other campus activity.
 10. Lewd, disorderly, disruptive, or abusive conduct.
 11. Failure to identify oneself to, or comply with, a College security guard, a College official, or other law enforcement official.
 12. Unlawful manufacture, distribution, possession, use, consumption, or sale of alcohol.
 13. Unlawful manufacture, distribution, possession, use, consumption, or sale of any controlled substance as identified by federal or state law.
 14. Possession, use, or manufacture of explosives or other incendiary devices or materials.
 15. Use, possession, or manufacture of any firearm or weapon.
 16. Exhibitions, installations, art projects, or performances within, on, or about any Otis premises without a valid Exhibition Contract with all required signatures.
 17. Violation of any condition of a disciplinary action imposed under this Code.
 18. Theft or abuse of computing facilities, equipment, software, or time.
 19. Failure to abide by state, federal, or local laws while on campus.
 20. Any violation of resident contract(s) with the Student Housing Program.
 21. Violation of any College policy or directive.
2. The referral must state sufficient facts including specific name(s), date(s), location(s), and description(s) of the alleged Violation. The referral must be signed by the complainant. Complainants may be required to appear before the Dean of Student Affairs and/or the Student Conduct Committee.
 3. The Dean of Student Affairs shall make an initial determination as to whether there is sufficient basis to believe that a Violation of the Code of Conduct may have occurred.
 4. In the event that the Dean of Student Affairs determines there is sufficient basis for such belief, the Dean of Student Affairs will notify the student in writing of his or her Violation.
 5. A student who is charged with a Violation of the Code of Conduct shall schedule and meet with the Dean of Student Affairs within seven (7) days of the notice. The meeting will attempt to reach an appropriate resolution. At the meeting, the student shall be given the following:
 - a. an explanation of the charges;
 - b. a summary of the fact-finding investigation that has taken place;
 - c. an opportunity to reflect upon and respond to the charges on his or her behalf; and
 - d. information about the applicable disciplinary procedures.
 6. If a resolution is reached at the meeting, the Dean of Student Affairs shall inform the Student Conduct Committee of the outcome and provide the recommendation for sanctions or dismissal of the charges. If the recommendations are accepted by the Committee, the student(s) will be notified by the Dean of Student Affairs, in writing, that the matter has been resolved and what, if any, sanctions have been imposed.
 7. If no resolution occurs during the meeting with the Dean or if the Student Conduct Committee determines that a hearing is necessary, the student(s) will be notified in writing not less than seven (7) days in advance of the date, time, and place of the hearing. The notification shall also include a written statement of the charges, notice of the student's right to a representative, and a copy of the Code of Conduct. In the

PROCEDURES:

The following procedures shall be used to investigate and resolve a case of an alleged violation of the Code:

Note: All Code of Conduct violations that arise with a Continuing Education student will be processed by the Dean of Continuing Education in consultation with the Dean of Student Affairs.

1. Any member of the Otis College community who knows of an alleged violation, violation, or potential violation (collectively, "Violation") of the Code shall report it promptly to a member of the Student Conduct Committee ("Committee").

event that the student(s) fails to appear for the scheduled hearing, the student shall be deemed to have committed the Violation and will be subject to the sanctions imposed by the Committee.

8. Prior to any hearing, the Committee may elect, at its sole and exclusive discretion, to temporarily suspend the student pending its decision.
9. The hearing is a private matter between the College and the student and, therefore, not open to the public. The student may elect to have one representative present during the hearing; however, such representative may not participate in the hearing in any manner. In the event that the representative attempts to participate in the hearing, the representative shall be removed and excluded from the remainder of the hearing.
10. At any time and for any reason, the Committee may elect to continue the hearing to another date, time, and/or place.
11. The Committee shall elect a chairperson who shall preside over the hearing.
12. The Committee and the student(s) may present witnesses and evidence to support their position(s) with regard to the Violation. Witnesses shall affirm that their testimony is truthful and that they may be subject to perjury under the Code. Witnesses may be excluded by the Committee during the hearing when they are not testifying.
13. The standard of proof for the hearing and any determination by the Committee is a preponderance of the evidence.
14. The formal rules of evidence and discovery are not applicable to the hearing and the Committee shall admit all matters into evidence which reasonable persons would accept as having probative value to the Violation, subject to privacy concerns. The Committee may take notice of matters that would be within the general experience of students or when otherwise reasonable to do so.
15. The student(s) and the Committee shall have a reasonable opportunity to question any witnesses.
16. Within 14 days of the conclusion of the hearing, the Committee shall notify the student in writing

of its decision. The writing shall set forth the Violation, a brief summary of the facts and evidence presented at the hearing, the decision of the Committee, and the sanctions imposed by the Committee.

17. The student may appeal the decision of the Committee to the President of the College. Such appeal must be in writing and received by the President no more than 7 days after delivery of the decision of the Committee to the student. The President shall notify the student and the Committee of his or her decision within 30 days of receipt of the appeal. The President may affirm, reverse, reduce, or increase the decision or sanctions of the Committee. The student is not entitled to an appellate hearing unless the President determines that such a hearing shall be held.

SANCTIONS:

The following sanctions may be imposed by the Committee:

1. Restitution
2. Warning
3. Fine
4. Community Service
5. Probation
6. Loss of Privileges or Exclusion from areas or activities
7. Educational
8. Suspension
9. Dismissal

IV. OTHER OTIS POLICIES

The Student Handbook, as well as the Course Catalogue, Student Enrollment Agreement, and other College announcements contain information concerning the rights, responsibilities, and obligations of students as members of the Otis community. Students must review and know the information set forth in these documents. The College reserves the right to change any such information without prior notice to students.

HEALTH, SAFETY, & EMERGENCY RESPONSE

The federal government mandates the disclosure of certain crime statistics so that students, employees, and families can be educated about the safety of college campuses.

Please be aware that these are statistics for the most severe forms of crime. Students should still be vigilant about their personal safety and take care of their personal possessions.

A guard is available 24 hours a day and is stationed by the front entrance of the Goldsmith campus. The guards make regularly scheduled rounds of the building and its perimeter. Please contact the guards immediately at x6965 if you need assistance. If you need the Los Angeles Police Department or paramedic assistance, dial 911.

Incident Report forms are available from the Office of Student Affairs or the Security Desk and should be used to report any crime against person or property. Specific crime reports are available online at: www.otis.edu/safety and the reports detail crime statistics, as reported to the Dean of Student Affairs for the Goldsmith Campus, Fashion Location, Public Practice Studios, and the MFA Studios & Administration Locations, and are provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Crime Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, and on public property. The Crime Report is prepared in cooperation with the local law enforcement agencies surrounding our locations, the Assistant Dean of Student Affairs who oversees Housing, the Dean of Student Affairs responsible for Student Conduct, and the Director of Operations who oversees Campus Security.

To request an individual hard copy of the campus crime statistics, please contact Julie Bryan, Assistant to the Dean of Student Affairs at 310.665.6960 or jbryan@otis.edu.

The following crime reports can be found on-line at www.otis.edu/safety

2005-2007 Crime Report for Goldsmith Campus
2005 2007 Crime Report for Fashion Location
2005 2007 Crime Report for Public Practice Studios
2005 2007 Crime Report for MFA Studios & Admin. Locations

For additional information regarding timely warnings, policy regarding enforcement authority and all other Campus Safety resources go to: www.otis.edu/safety

EARTHQUAKE PREPAREDNESS

Earthquakes are a fact of life in Southern California. The following basic behaviors should become a routine part of a student's life while at Otis:

- » Maintain a three-day supply of non-perishable food, such as peanut butter, canned tuna, granola bars, and dried fruit.
- » Keep three gallons of bottled water per person in your home.
- » Make arrangements with your family or significant others for an out-of-state contact person. According to the telephone company, it may be impossible to telephone people in California, but possible to call those in other states.
- » Have a flashlight and a pair of sturdy shoes under your bed.
- » Do not place your bed directly under a window and do not hang heavy items such as pictures or a bookshelf, over your bed.

Please stop by the Office of Student Affairs for additional information on earthquake safety.

EFFECTS OF DRUGS AND ALCOHOL

In addition to being a violation of the Otis Code of Conduct, the use of drugs and alcohol can adversely affect one's health. Below is a summary of some illicit drugs and their effects. Please note that these can also severely impact the ability to achieve academic success and artistic creation.

DRUG

Amphetamines

POSSIBLE EFFECTS

Nervousness, paranoia, hallucinations, dizziness,

	tremors, decreased mental ability, delusions, seizures, death
Cocaine	Tremors, nasal bleeding and inflammation, toxic psychosis, death
Alcohol	Hangover, psychosis, ulcers, malnutrition, liver damage
Tranquilizers	Hangover, jaundice, coma, death
Narcotics	Respiratory and circulatory depression, dizziness, vomiting, withdrawal, stupor, death
Inhalants, Nitrates	Headaches, dizziness, accelerated heart rate, hallucinations
Psychedelics	Impaired driving ability, depression, paranoia, psychosis

If you think that you have a problem with drugs or alcohol and would like to talk to someone or get treatment, please stop by the Office of Student Affairs. This office can provide you with someone with whom you may speak with confidentially as well as a list of current resources and referrals to assist you.

Please note that under the Otis Code of Conduct, students will be subject to disciplinary action for any violations of the alcohol or drug policy. Violations of state and/or federal drug laws will also subject you to arrest. California law prohibits the possession or use of alcohol by anyone under the age of 21. It is also unlawful to furnish alcohol to anyone under the age of 21. Violations of the alcohol policy will result in disciplinary action and students will be sanctioned.

EMERGENCY SITUATIONS

In the event of an earthquake or other significant crisis, Otis College will announce basic information and instructions through a special emergency telephone number. Since this telephone service is located out of state, it will be operative even when Los Angeles telephone service has been disabled. This number will be activated only in the event of a significant crisis affecting the College. Please share

this telephone number with parents, family, friends, and significant others so that they can also call to receive information about Otis.

TAXI SCRIP

Taxi scrip, the equivalent of cash can be obtained from The Office of Student Affairs, the Fashion Campus, and both graduate campuses. The taxi scrip is to be used when a student is ill or in crisis.

The Emergency Information Number (Crisis/Disaster):
888 751 7523

OTHER RESOURCES AND REFERRALS

In the highly unusual case of a psychiatric emergency—such as when a student is suggesting or actively involved in a suicidal act, has become seemingly psychotic, or may be experiencing some other form of mental breakdown—always call 911.

Emergency Red Phones exist on the first floor of the Ahmanson Building, next to the elevators. Two Emergency Red Phones exist in the Galef Building, one on the first floor in the lobby and a second phone outside the Fine Art offices. The phone will automatically direct you to a security officer.

If you have doubts whether the situation represents an emergency, the best thing to do is to call 911. Here is a list of some local resources:

CENTERS

AIDS Testing
Hollywood-Sunset Free Clinic
3324 Sunset Blvd. Los Angeles, CA
323.660.2400

AIDS Counseling/ Support
Open Path Counseling Center
12655 Washington Blvd., #101
Los Angeles, CA 90066
310.398.7877
310.967.6072

Eating Disorders
UCLA Eating Disorders Program

HEALTH, SAFETY, & EMERGENCY RESPONSE

Neuropsychiatric Institute

310.267.2572

800.825.9989

Gay/ Lesbian Support

LA Gay and Lesbian Services Center

323.993.7400

Legal Assistance

LA Bar Association

Free Legal Aide Foundation

213.487.3320

Learning Disabilities

Evaluation and Treatment - full fee

UCLA Neuropsychiatric Institute (NPI)

310.825.9989

Evaluation and Treatment - sliding scale

UCLA Psychology Clinic

310.825.2305

Fee: \$35 and up

Reiss-Davis Child Study Center

3200 Motor Avenue

Los Angeles, CA 90034

310.836.1223 Fee: \$35/hr.

TELEPHONE HOT LINES

Alcoholics Anonymous

323.936.4343 800.923.8722

Cocaine Anonymous

310.559.5833

Battered Women

310.392.8381

Behavioral Health Services

800.564.6600

LA Department of Mental Health

800.854.7771

Rape Treatment Center

Santa Monica/UCLA Medical Center

310.319.4503

Suicide Hotline

310.391.1253

Smart Law Information Line

(Legal information)

213.243.1500

OTIS ALERT SYSTEM

All students are required, during the time of registration, to input current contact information through self-service online.

The Otis Alert System will call and/or text message students in the event of an emergency on campus (or in the surrounding area)

For more information about the Otis Alert System, contact the Office of Student Affairs, 310.665.6960 or e-mail student@otis.edu

SECURITY AND SAFETY TIPS

Though the area surrounding the Otis Goldsmith campus is relatively safe, please be cautious and aware of your surroundings.

SAFETY TIPS

1. There is safety in numbers. Walk in groups or use the buddy system, especially after dark.
2. Walk briskly and know your destination. If you see a person or persons who look suspicious, change your path and cross the street.
3. Walk in well-lighted and well-trafficked areas. Avoid shortcuts that take you through alleys, past heavy foliage or near other places where someone might be hiding.
4. Do not carry large amounts of cash. Do not wear expensive jewelry that draws attention to you. Carry bags, purses, or valuable equipment such as cameras and computers close to your body or out of sight.
5. Vehicles parked on the street can present an easy opportunity for thieves and vandals. Remove your car stereo or its faceplate if possible. Keep valuables out of sight in a locked trunk or leave them at home.

Whenever you live in an urban environment, you need to establish a file with pertinent information that will help you if you are the victim of a crime. Your file should include:

- » Credit card numbers and toll-free numbers to report lost or stolen cards
- » The telephone number of your insurance agent
- » Your license plate and vehicle identification numbers
- » Your driver's license number
- » An extra set of keys
- » Your bank account numbers and the customer service number for your bank, in case checks are lost or stolen

Keep this file in a secure place other than your home or car.

ICE YOUR CELL PHONE

Enter a phone number into your cell phone's memory with the acronym ICE, which stands for In Case of an Emergency, with the contact person's name and phone number.

EMERGENCY PROCEDURES - FASHION DESIGN LOCATION

Emergency procedures are posted in each studio with an emergency kit. After hours, the security guard has access to an emergency kit found in the faculty lounge. In an emergency notify security on the floor and call 911.

OTIS ANNEX SECURITY AND SAFETY

1. The front door must remain **LOCKED** at ALL TIMES BETWEEN 7:00 PM and 8:00 AM. ONLY students CURRENTLY ENROLLED in A/L/I or Graduate Public Practice courses may be present in the Annex after 7:00 PM. NO friends, relatives, pets, etc.!
- Use your key to lock the door **OUTSIDE** if you EXIT between 7:00 PM and 8:00 AM.
- Use your key to enter and then manually use the latch to lock the door **INSIDE** if you ARRIVE between 7:00 PM and 8:00 AM.
- NEVER leave the door unlocked when you leave, between 7:00 PM and 8:00 AM, EVEN if other students remain in the space!
2. **ALARM** and **LOCK** the front door if you are the **LAST PERSON** to exit the ANNEX (at any time of day)!

- Use your alarm code to **SET** the perimeter (PERIM) alarm if you are the last person to EXIT.

- Use your alarm code to **CANCEL** the alarm if you ARRIVE when the alarm is SET.

- Always check the alarm pad to see if the alarm is ON (red) or OFF (green), when you arrive.

3. The REAR FIRE EXIT ONLY DOOR must remain closed, locked and unblocked at all times!

This door will be **ALARMED 24/7**. You security code does **NOT** control this door.

- If you open the rear door, the alarm will sound, the alarm company will call the LAPD, you will be photographed via the security camera, identified and charged a fee of \$80.

4. Between the hours of 6:00 pm and 6:00 am, an Annex student may call Otis security (310-665-6965) if he/she needs assistance. A security guard will walk over to the Annex to assist and the remaining guard will call LAPD if needed.

- A microwave and refrigerator are located near the A/L/I WEST Crit Space for shared use.

- A black and white printer is located near the A/L/I WEST Crit Space for shared use, and accessible via the network. See Wolf, A/L/I Department Assistant, ANNEX 103, for instructions.

FIRE SAFETY

In all cases when an employee, student, or visitor becomes aware of a fire, call the Fire Department (911) immediately. Activate the fire alarm in the building, and proceed to the nearest safe location.

When call 911 have the following information ready:

- 1) The name of the building.
- 2) Location of the fire within the building
- 3) A description of the fire, and if known, how it started.
- 4) The phone number or extension that you are calling from.
- 5) **DO NOT** hang up until you are told to do so.
- 6) After you call 911 be sure to call Otis security personnel at 310-665-6965. If a FIRE occurs at the Otis Annex:

In all cases when an employee, student or visitor becomes aware of a fire, the Fire Department MUST be called immediately!

- A. Call the Fire Department at "911" from our emergency phone near the front entrance. Give them the following information.
1. Address of the fire (8655 Lincoln Boulevard)
 2. Name of the building (Otis Annex)
 3. Location of the fire within the building
 4. A description of the fire and (if known) how it started
 5. The phone number you are calling from
 6. DO NOT hang up until you are told to do so.
 7. After calling "911", CALL Otis Facilities (ext 6870/310-665-6870) or Otis Security (ext. 6965/310-665-6965) and tell them you called the Fire Department.
- B. Activate the fire alarm pull station and evacuate the building. Go to the nearest, safe location. Know the location of the fire exits, and alarm system in your area and how to use them. In most cases, do not attempt to extinguish the fire. Instead, warn others, call the Fire Department and evacuate immediately! The fire should be left for the Fire Department to contain.

FALL 2009 IMPORTANT DATES

Late Registration (\$275 late fee)	Monday, Aug. 3 - Friday, Aug. 28
Classes Begin	Monday, Aug. 31
Course Add Deadline	Tuesday, Sept. 8
Independent Study Proposal Deadline	Tuesday, Sept. 8
Course Drop Deadline	Tuesday, Sept. 15
First Quarter Warnings	Tuesday, Sept. 22 - Monday, Sept. 28
Midterm Exams & Warnings	Tuesday, Oct. 13 - Monday, Oct. 19
Course Withdrawal Deadline	Friday, Oct. 23
Third Quarter Warnings	Wednesday, Nov. 11 - Tuesday, Nov. 17
Spring Registration Begins	Monday, Nov. 23
Final Exams	Monday, Dec. 14 - Saturday, Dec. 19
Spring Open Registration Deadline	Friday, Dec. 18 (\$275 late fee after this date)
Spring 2009 Payment Deadline	Tuesday, Dec. 15, 2009
Classes End	Saturday, Dec. 19

HOLIDAYS

Labor Day	Monday, September 7
Election Day	Tuesday, November 3
Thanksgiving Break	Wednesday, November 25 - Sunday, November 29

SPRING 2010 IMPORTANT DATES

Open Registration Deadline	Friday, Dec. 18 (\$275 late fee after this date)
Late Registration (\$275 late fee)	Monday, Jan. 4 - Friday, Jan. 8
Classes Begin	Monday, Jan 11
Course Add Deadline	Tuesday, Jan.19
Independent Study Proposal Deadline	Tuesday, Jan.19
Course Drop Deadline	Tuesday, January 26
First Quarter Warnings	Tuesday, Feb. 2 - Monday, Feb. 8
Named Scholarship Application Deadline	Tuesday, Feb. 16
Cal Grant Deadline	Tuesday, March 2
Midterm Exams & Warnings	Saturday, Feb. 27 - Friday, Mar. 5
Course Withdrawal Deadline	Friday, Mar. 12
Third Quarter Warnings	Tuesday, April 6 - Monday, April 12
Final Exams	Tuesday, April 27 - Tuesday, May 4
Fall Registration Begins	Monday, April 12
Classes End	Tuesday, May 4
Fall Open Registration Deadline	Friday, May 7 (\$275 late fee after this date)
Commencement	Saturday, May 8

HOLIDAYS

Martin Luther King, Jr.	Monday, January 18
President's Day	Monday, February 15
Spring Break	Monday, March 15 - Sunday, March 21

SUMMER 2010 IMPORTANT DATES

Open Registration Deadline	Friday, May 21
Late Registration	Monday, May 24 - Tuesday, June 1
Classes Begin	Monday, May 24
Course Add Deadline	Tuesday, June 1
Independent Study Proposal Deadline	Tuesday, June 1
Course Drop Deadline	Tuesday, June 8
First Quarter Warnings	Tuesday, June 8 - Monday, June 14
Midterm Exams & Warnings	Tuesday, June 22 - Monday, June 28
Course Withdrawal Deadline	Friday, July 9
Third Quarter Warnings	Tuesday, July 13 - Monday, July 19
Final Exams	Tuesday, July 27 - Tuesday, August 3
Classes End	Tuesday, Aug. 3
Fall Registration	Monday, August 9 - Friday, August 27 (no late fee for summer Foundation students)

HOLIDAYS

Memorial Day	Monday, May 31
Independence Day Holiday	Monday, July 5

MON 24

TUE 25

WED 26

THU 27

FRI 28

SAT 29

SUN 30

AUG 24
AUG 30

Memo

FALL 2009

WEEK 01

Memo

AUG 31-

SEP 06

FALL

2009

WEEK

02

MON

31

Classes Begin

TUE

01

WED

02

THU

03

FRI

04

SAT

05

SUN

06

SEP 07 -

SEP 13

Memo

FALL

2009

WEEK

03

MON

07

Labor Day (no classes)

TUE

08

Course Add Deadline
Independent Study Proposal Deadline

WED

09

THU

10

FRI

11

SAT

12

SUN

13

MON

14

TUE

15

Course Drop Deadline

WED

16

THU

17

FRI

18

SAT

19

SUN

20

Memo

SEP 14-
SEP 20

FALL

2009

WEEK

04

MON

21

TUE

22

First Quarter Warnings

WED

23

First Quarter Warnings

THU

24

First Quarter Warnings

FRI

25

First Quarter Warnings

SAT

26

First Quarter Warnings

SUN

27

SEP 21
SEP 27

Memo

FALL
2009

WEEK
05

Memo

SEP 28 -
OCT 04

FALL

2009

WEEK

06

MON

28

First Quarter Warnings

TUE

29

WED

30

THU

01

FRI

02

SAT

03

Travis Somerville: Dedicated to the proposition... Exhibition tour with Travis Somerville at 3:15 p.m. followed by a reception from 4:00p.m. to 6:00p.m. in the Ben Maltz Gallery. More information contact the Ben Maltz Gallery at 310.665.6907

SUN

04

OCT 05 -

OCT 11

Memo

FALL
2009WEEK
07

MON

05

TUE

06

WED

07

THU

08

Conversation from 11:15a.m. - 12:30p.m. with Travis Somerville and Dr. Carol Branch, Director of the Student Resources Center and an Otis faculty member. For more information contact Ben Maltz Gallery at 310-665-6907.

FRI

09

SAT

10

SUN

11

MON

12

TUE

13

Midterm Exams & Warnings

WED

14

Midterm Exams & Warnings

THU

15

Midterm Exams & Warnings

FRI

16

Midterm Exams & Warnings

SAT

17

Midterm Exams & Warnings

SUN

18

Memo

OCT 12 -
OCT 18

FALL

2009

WEEK

08

MON

19

Midterm Exams & Warnings

TUE

20

WED

21

THU

22

FRI

23

Course Withdrawl Deadline

SAT

24

SUN

25

OCT 19 -
OCT 25

Memo

FALL
2009

WEEK
09

Memo

OCT 26
NOV 01

FALL

2009

WEEK

10

MON

26

TUE

27

WED

28

THU

29

FRI

30

SAT

31

Halloween

SUN

01

NOV 02 -

NOV 08

Memo

FALL
2009WEEK
11

MON

02

TUE

03

Election Day (no classes)

WED

04

THU

05

FRI

06

SAT

07

SUN

08

MON

09

TUE

10

WED

11

Third Quarter Warnings

THU

12

Third Quarter Warnings

11:00a.m. - Exhibition tour and conversation with Travis Somerville, Gallery Director Meg Linton, and Mark Steven Greenfield, Artist and Director of the Los Angeles Municipal Art Gallery. More information contact the Ben Maltz Gallery at 310-665-6907.

FRI

13

Third Quarter Warnings

SAT

14

Third Quarter Warnings

SUN

15

Memo

NOV 09
NOV 15

FALL

2009

WEEK

12

MON

16

Third Quarter Warnings

TUE

17

Third Quarter Warnings

WED

18

THU

19

FRI

20

SAT

21

SUN

22

NOV 16 -
NOV 22

Memo

FALL
2009

WEEK

13

Memo

NOV 23
NOV 29

FALL

2009

WEEK

14

MON

23

Spring 2010 Registration Begins

TUE

24

WED

25

Thanksgiving Break (no classes)

THU

26

Thanksgiving Day
Thanksgiving Break (no classes)

FRI

27

Thanksgiving Break (no classes)

SAT

28

Thanksgiving Break (no classes)

SUN

29

NOV 30 -
DEC 06

Memo

FALL
2009WEEK
15

MON

30

TUE

01

WED

02

THU

03

FRI

04

SAT

05

SUN

06

MON

07

TUE

08

WED

09

THU

10

FRI

11

SAT

12

SUN

13

Memo

DEC 07 -
DEC 13

FALL

2009

WEEK

16

MON

14

Final Exams

TUE

15

Final Exams
Spring 2009 payment deadline

WED

16

Final Exams

THU

17

Final Exams
Spring 2009 Payment Deadline

FRI

18

Final Exams
Spring Open Registration Deadline
(\$275 late fee after this date)

SAT

19

Final Exams
Classes End

SUN

20

DEC 14 -
DEC 20

Memo

FALL
2009

Memo

DEC 21 -
DEC 27FALL
2009

MON

21

TUE

22

WED

23

THU

24

FRI

25

Christmas Day

SAT

26

SUN

27

DEC 28 -
 JAN 03

Memo

FALL
2010MON
28TUE
29WED
30THU
31
New Year's EveFRI
01
New Year's DaySAT
02SUN
03

MON

04

Late Registration (\$275 late fee)

TUE

05

Late Registration (\$275 late fee)

WED

06

Late Registration (\$275 late fee)

THU

07

Late Registration (\$275 late fee)

FRI

08

Late Registration (\$275 late fee)

SAT

09

SUN

10

Memo

JAN 04-
JAN 10

FALL

2010



MON

11

Classes Begin

TUE

12

WED

13

THU

14

FRI

15

SAT

16

SUN

17

JAN 11 -
JAN 17

Memo

SPRING

2010

WEEK

01

Memo

JAN 18 -

JAN 24

SPRING

2010

WEEK

02

MON

18

Martin Luther King Jr. Holiday

TUE

19

Course Add Deadline
Independent Study Proposal Deadline

WED

20

THU

21

FRI

22

SAT

23

MexiCali Biennial 09/10
Opening Reception 4:00p.m. - 6:00p.m.
in the Ben Maltz Gallery

SUN

24

JAN 25 - JAN 31

Memo

SPRING

2010

WEEK

03

MON

25

TUE

26

Course Drop Deadline

WED

27

THU

28

FRI

29

SAT

30

SUN

31

MON

01

TUE

02

First Quarter Warnings

WED

03

First Quarter Warnings

THU

04

First Quarter Warnings

FRI

05

First Quarter Warnings

SAT

06

First Quarter Warnings

SUN

07

Memo

FEB 01 -
FEB 07

SPRING

2010

WEEK

04

MON

08

First Quarter Warnings

TUE

09

WED

10

THU

11

FRI

12

SAT

13

SUN

14

Valentine's Day

FEB 08

FEB 14

Memo

SPRING

2010

WEEK

05

Memo

FEB 15 -
FEB 21

SPRING

2010

WEEK

06

MON

15

Presidents' Day (no classes)

TUE

16

Named Scholarship Application
Deadline

WED

17

THU

18

FRI

19

SAT

20

SUN

21

FEB 22
FEB 23

SPRING

2010

WEEK

07

Memo

MON

22

TUE

23

WED

24

THU

25

FRI

26

SAT

27

Midterm Exams & Warnings

SUN

28

MON

01

Midterm Exams & Warnings

TUE

02

Midterm Exams & Warnings
Cal Grant Deadline

WED

03

Midterm Exams & Warnings

THU

04

Midterm Exams & Warnings

FRI

05

Midterm Exams & Warnings

SAT

06

Midterm Exams & Warnings

SUN

07

Memo

MAR 01-
MAR 07

SPRING

2010

WEEK

08

MON

08

TUE

09

WED

10

THU

11

FRI

12

Course Withdrawl Deadline

SAT

13

SUN

14

MAR 08
MAR 14

Memo

SPRING

2010

WEEK

09

Memo

MAR 15
MAR 21

SPRING

2010

WEEK

10

MON

15

Spring Break (no classes)

TUE

16

Spring Break (no classes)

WED

17

Spring Break (no classes)
St. Patrick's Day

THU

18

Spring Break (no classes)

FRI

19

Spring Break (no classes)

SAT

20

Spring Break (no classes)

SUN

21

MAR 22 -
MAR 28

Memo

SPRING

2010

WEEK

11

MON

22

Classes Resume

TUE

23

WED

24

THU

25

FRI

26

SAT

27

SUN

28

MON

29

TUE

30

WED

31

THU

01

April Fool's Day

FRI

02

SAT

03

SUN

04

Memo

MAR 29
APR 04

SPRING

2010

WEEK

12

MON

05

TUE

06

Third Quarter Warnings

WED

07

Third Quarter Warnings

THU

08

Third Quarter Warnings

FRI

09

Third Quarter Warnings

SAT

10

Third Quarter Warnings

The Story of O: Graduate Fine Arts
1989-2009

Opening Reception 4:00p.m. - 6:00p.m.

Ben Maltz Gallery

SUN

11

APR 05
APR 11

Memo

SPRING

2010

WEEK

13

Memo

APR 12 -
APR 18

SPRING

2010

WEEK

14

MON

12

Third Quarter Warnings
Fall 2010 Registration Begins

TUE

13

WED

14

THU

15

FRI

16

SAT

17

SUN

18

APR 19 - APR 25

SPRING

2010

WEEK

15

Memo

MON

19

TUE

20

WED

21

THU

22

FRI

23

SAT

24

SUN

25

MON

26

TUE

27

Final Exams

WED

28

Final Exams

THU

29

Final Exams

FRI

30

Final Exams

SAT

01

Final Exams

SUN

02

Memo

APR 26 -
MAY 02

SPRING

2010

WEEK

16

MON

03

TUE

04

Classes End

WED

05

THU

06

BFA/MFA Exhibition Preview Night

FRI

07

Fall Open Registration Deadline
(\$275 late fee after this date)

SAT

08

Commencement

SUN

09

BFA/MFA Exhibition

MAY 03
MAY 09

Memo

SPRING
2010

Memo

MAY 10 -
MAY 16

SPRING

2010



MON

10

TUE

11

WED

12

THU

13

FRI

14

SAT

15

SUN

16

MAY 17 -

MAY 23

Memo

SPRING

2010

MON

17

TUE

18

WED

19

THU

20

FRI

21

Open Registration Deadline

SAT

22

SUN

23

MON

24

Classes Begin
Late Registration

TUE

25

Late Registration

WED

26

Late Registration

THU

27

Late Registration

FRI

28

Late Registration

SAT

29

Late Registration

SUN

30

Memo

MAY 24-
MAY 30

SUMMER

2010

WEEK

01

MON

31

Late Registration
Memorial Day

TUE

01

Late Registration
Course Add Deadline
Independent Study Proposal
Deadline

WED

02

THU

03

FRI

04

SAT

05

SUN

06

MAY 31
JUN 06

Memo

SUMMER

2010

WEEK

02

Memo

JUN 07 -

JUN 13

SUMMER

2010

WEEK

03

MON

07

TUE

08

Course Drop Deadline
First Quarter Warnings

WED

09

First Quarter Warnings

THU

10

First Quarter Warnings

FRI

11

First Quarter Warnings

SAT

12

First Quarter Warnings

SUN

13

JUN 14 -

JUN 20

SUMMER

2010

WEEK

04

Memo

MON

14

First Quarter Warnings

TUE

15

WED

16

THU

17

FRI

18

SAT

19

SUN

20

MON

21

TUE

22

Midterm Exams & Warnings

WED

23

Midterm Exams & Warnings

THU

24

Midterm Exams & Warnings

FRI

25

Midterm Exams & Warnings

SAT

26

Midterm Exams & Warnings

Todd Schorr

Opening Reception 4:00p.m. - 6:00p.m.
in the Ben Maltz Gallery.

SUN

27

Memo

JUN 21 -
JUN 27

SUMMER

2010

WEEK

05

MON

28

Midterm Exams & Warnings

TUE

29

WED

30

THU

01

FRI

02

SAT

03

SUN

04

Independence Day

JUN 28

JUL 04

Memo

SUMMER

2010

WEEK

06

Memo

JUL 05 -
JUL 11

SUMMER

2010

WEEK

07

MON

05

Independence Day Holiday

TUE

06

WED

07

THU

08

FRI

09

Course Withdrawal Deadline

SAT

10

SUN

11

JUL 12 -
 JUL 18

SUMMER
 2010

WEEK
 08

Memo

MON
 12

TUE
 13

Third Quarter Warnings

WED
 14

Third Quarter Warnings

THU
 15

Third Quarter Warnings

FRI
 16

Third Quarter Warnings

SAT
 17

Third Quarter Warnings

SUN
 18

MON

19

Third Quarter Warnings

TUE

20

WED

21

THU

22

FRI

23

SAT

24

SUN

25

Memo

JUL 19-
JUL 25

SUMMER

2010

WEEK

09

MON

26

TUE

27

Final Exams

WED

28

Final Exams

THU

29

Final Exams

FRI

30

Final Exams

SAT

31

Final Exams

SUN

01

JUL 26 -
AUG 01

Memo

SUMMER

2010

WEEK

10

Memo

AUG 02

AUG 03

SUMMER

2010



MON

02

TUE

03

Classes End

WED

04

THU

05

FRI

06

SAT

07

SUN

08

AUG 09 -

AUG 15

Memo

SUMMER

2010

MON

09

Fall 2011 Registration Begins
(no late fee for summer
Foundation students)

TUE

10

WED

11

THU

12

FRI

13

SAT

14

SUN

15

MON

16

TUE

17

WED

18

THU

19

FRI

20

SAT

21

SUN

22

Memo

AUG 16 -
AUG 22

SUMMER

2010

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You will receive your X number and password from the Office of Registration and Records. To log in, enter this information (with an upper case "X") along with your password, present your i.d. to the Office of Registration and Records to retrieve it.

The College uses your official Otis email address for all official College communication, and students and faculty are REQUIRED to check it regularly.

The information in this handbook is subject to change at any time, for any reason, at the unilateral discretion of the College without prior notice to or approval of the student.

OFFICE OF STUDENT AFFAIRS

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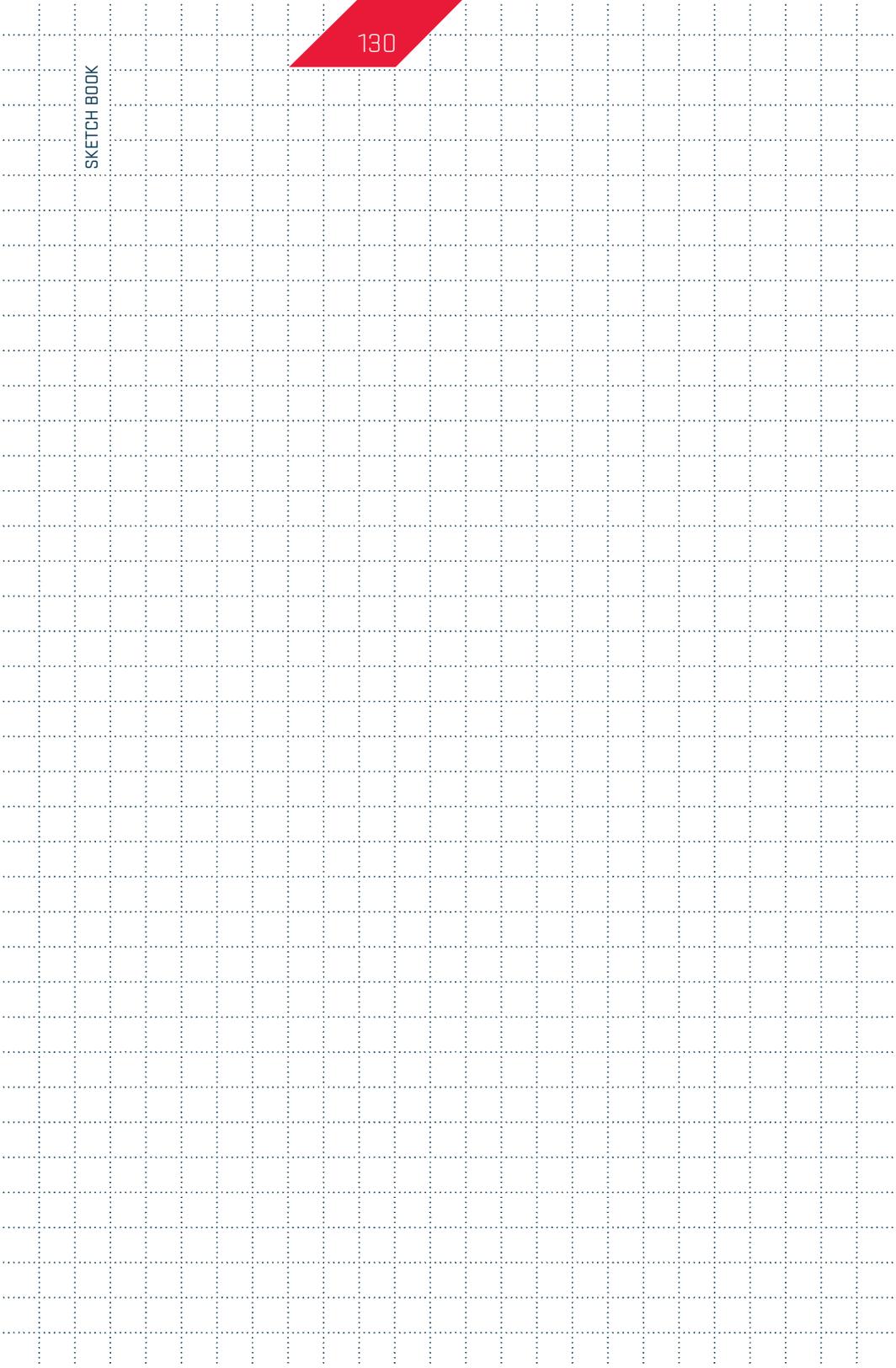
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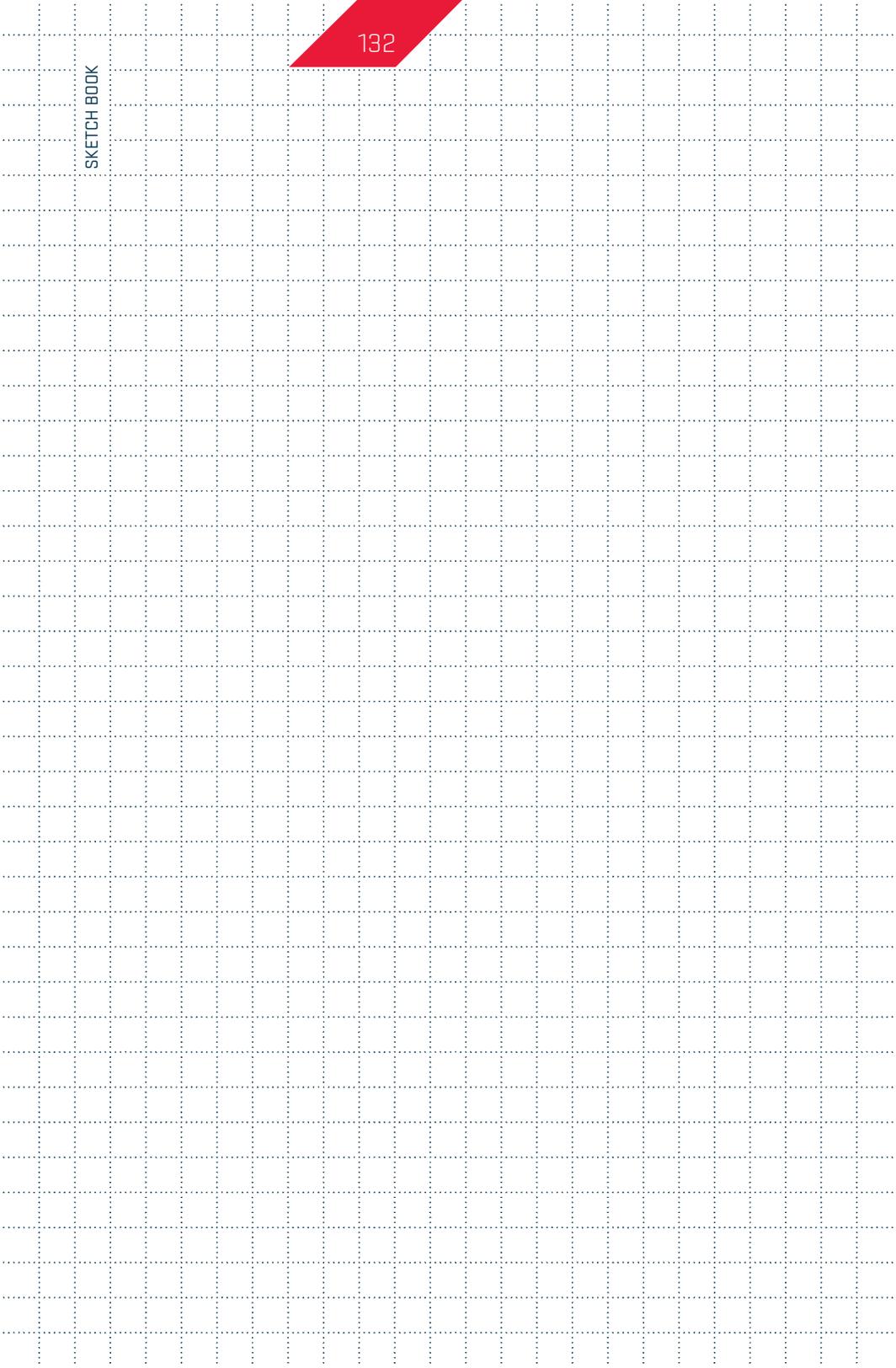
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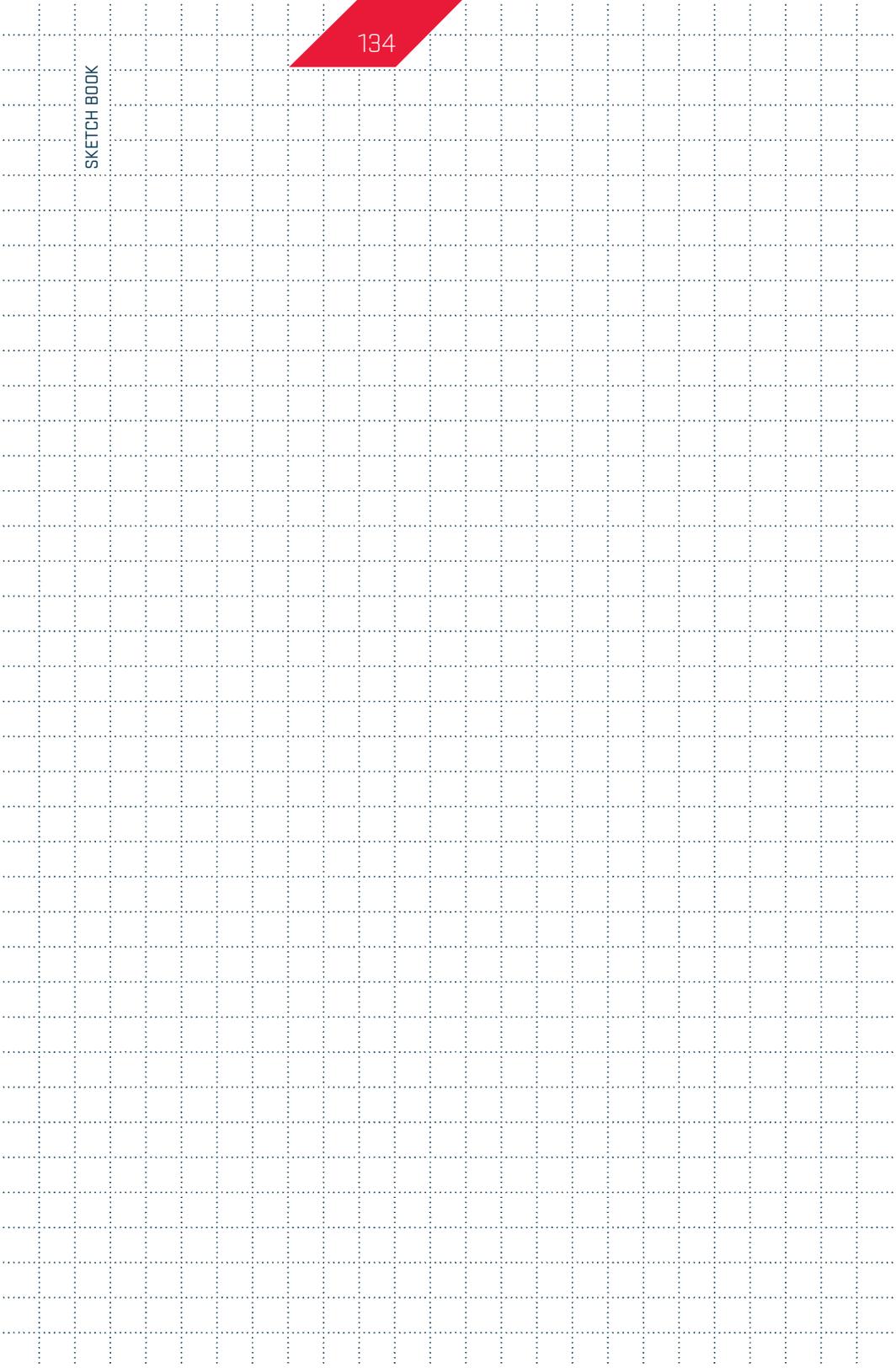
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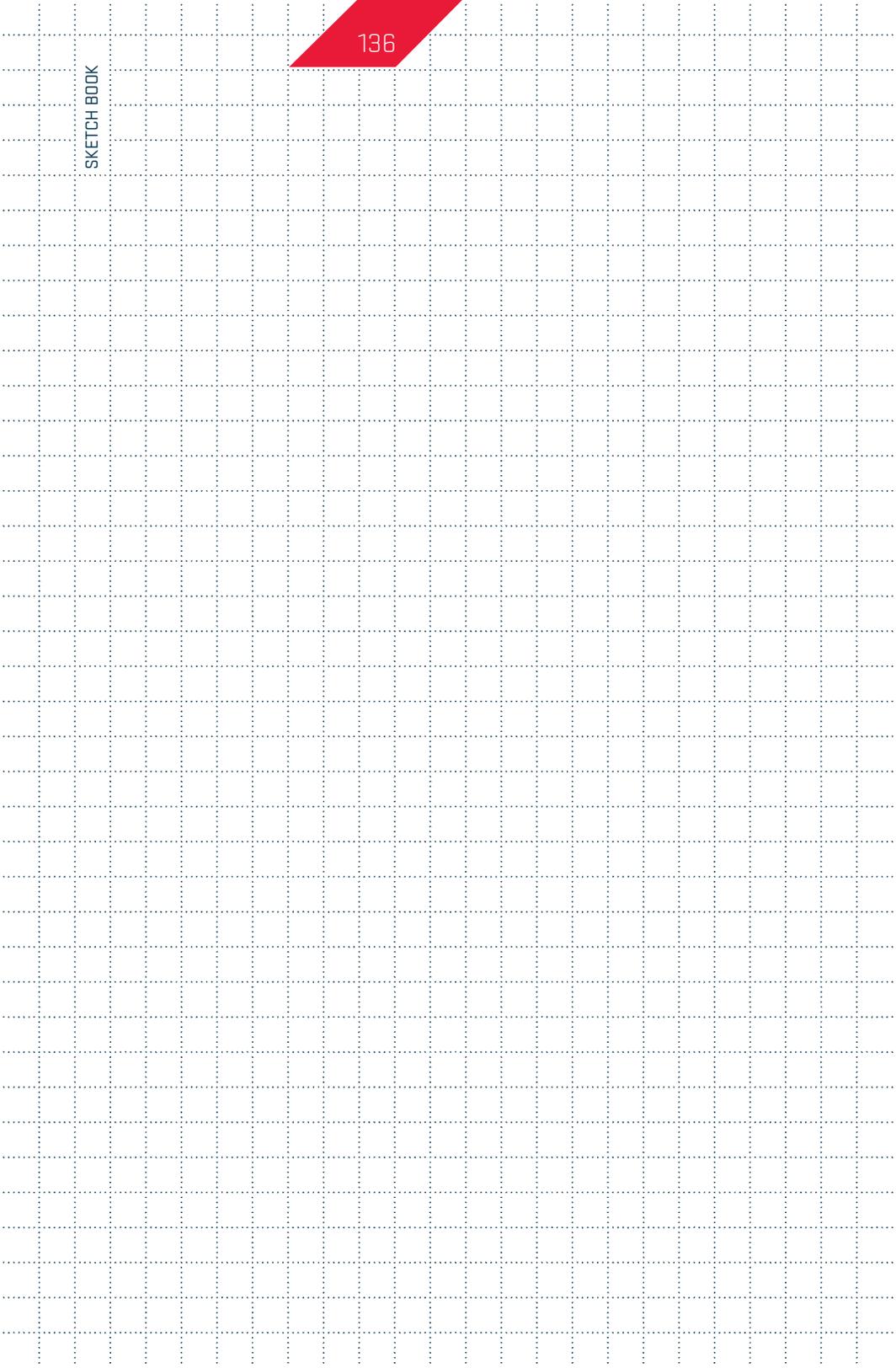
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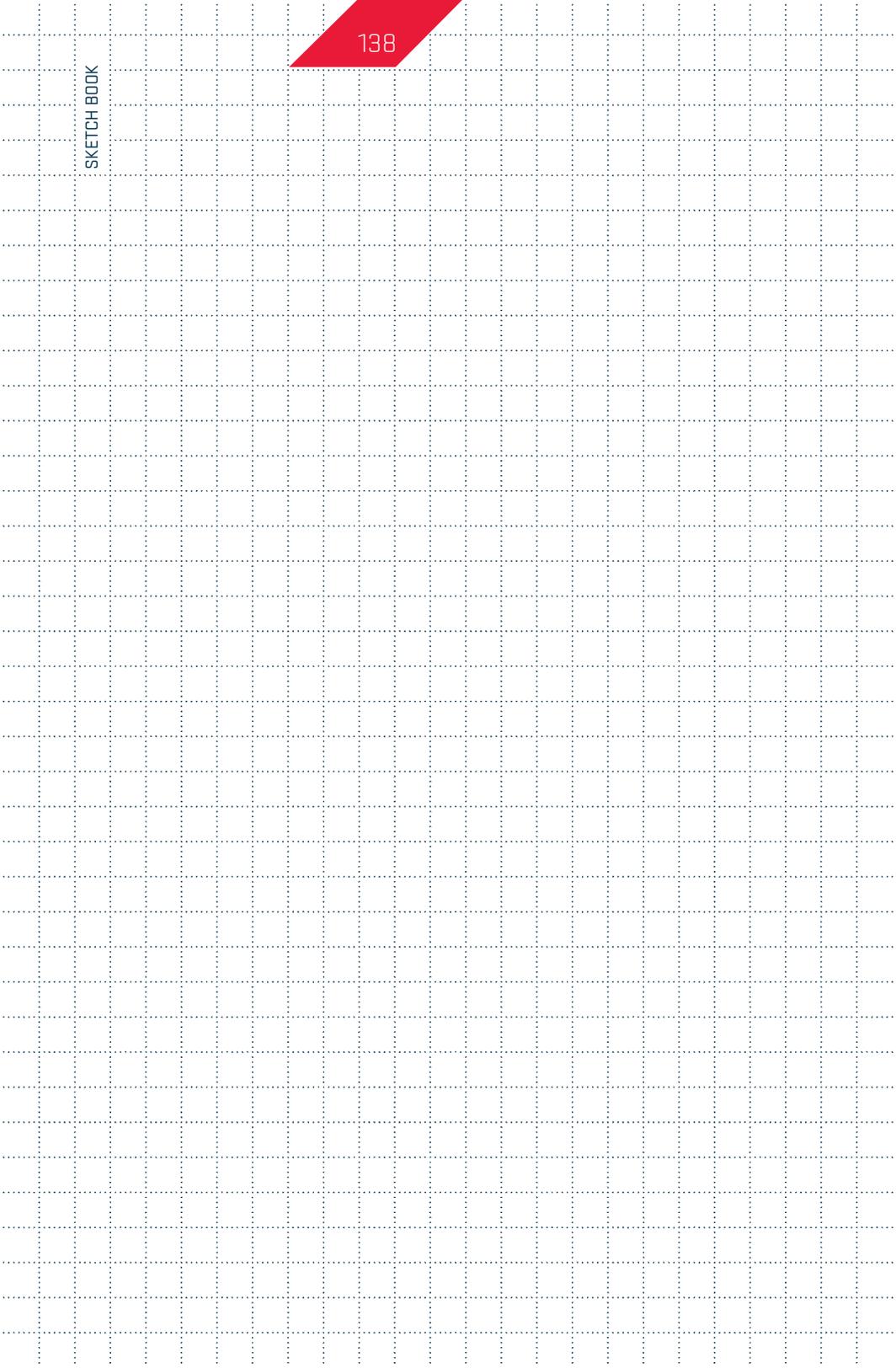
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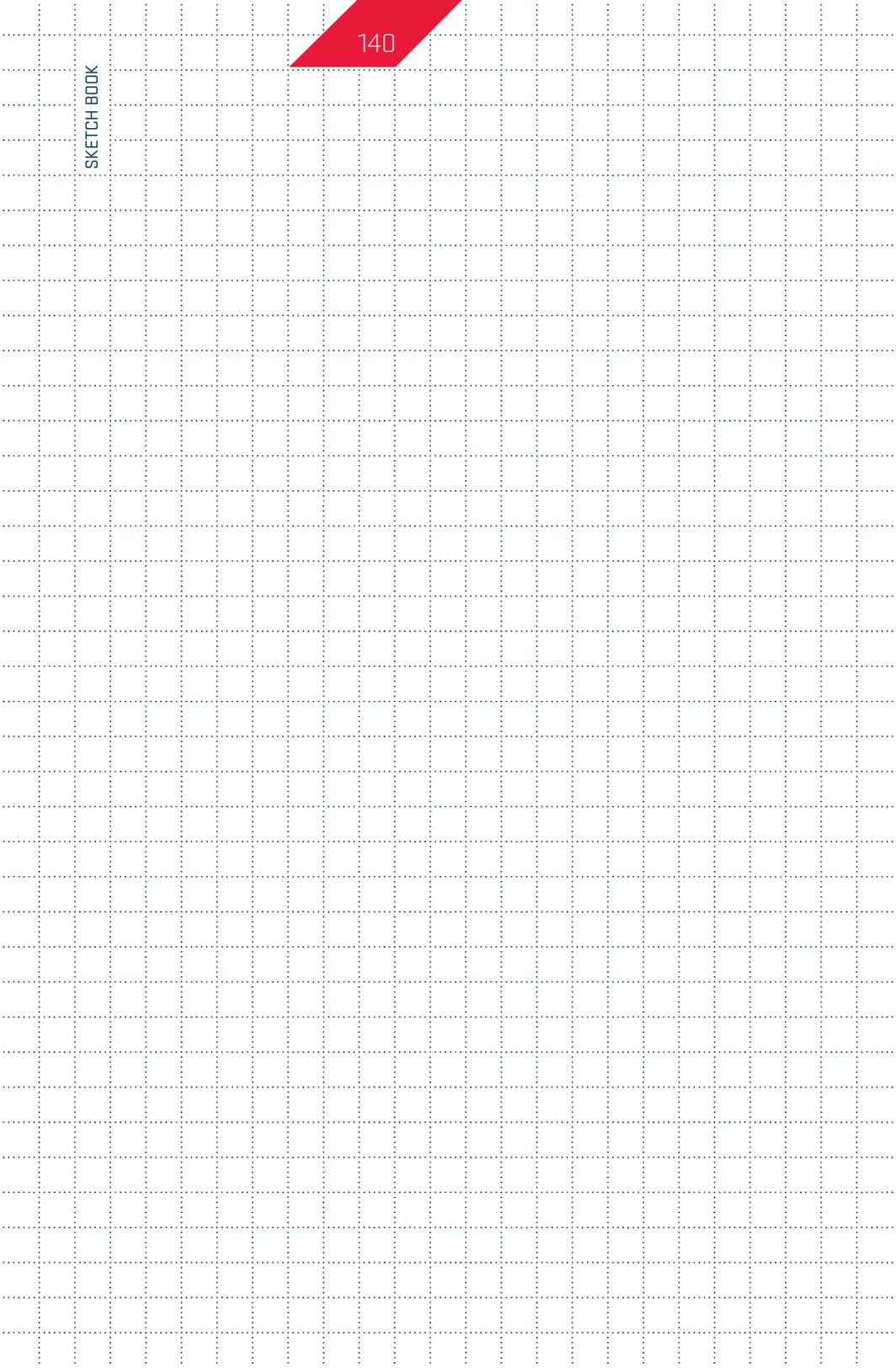


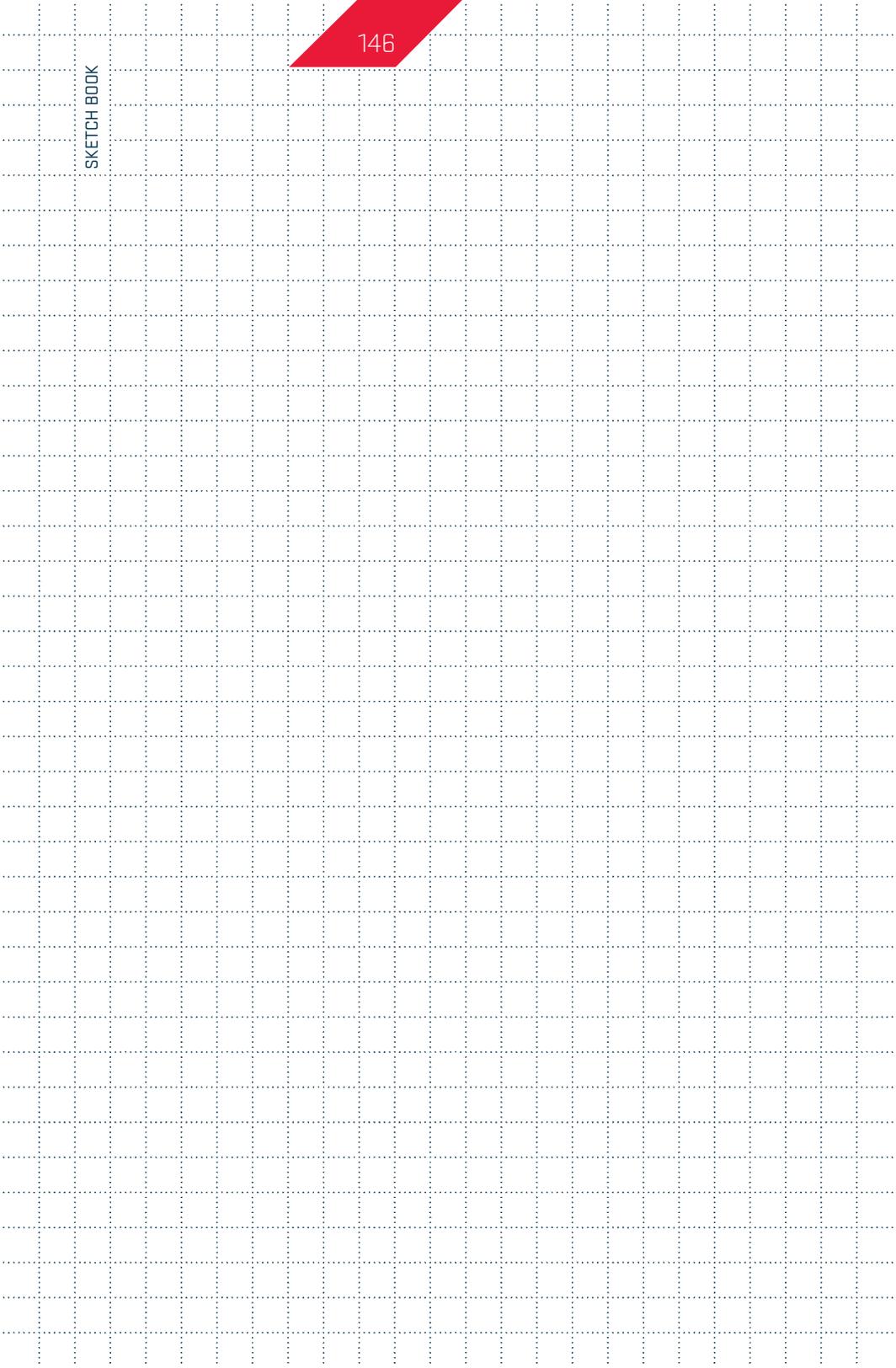


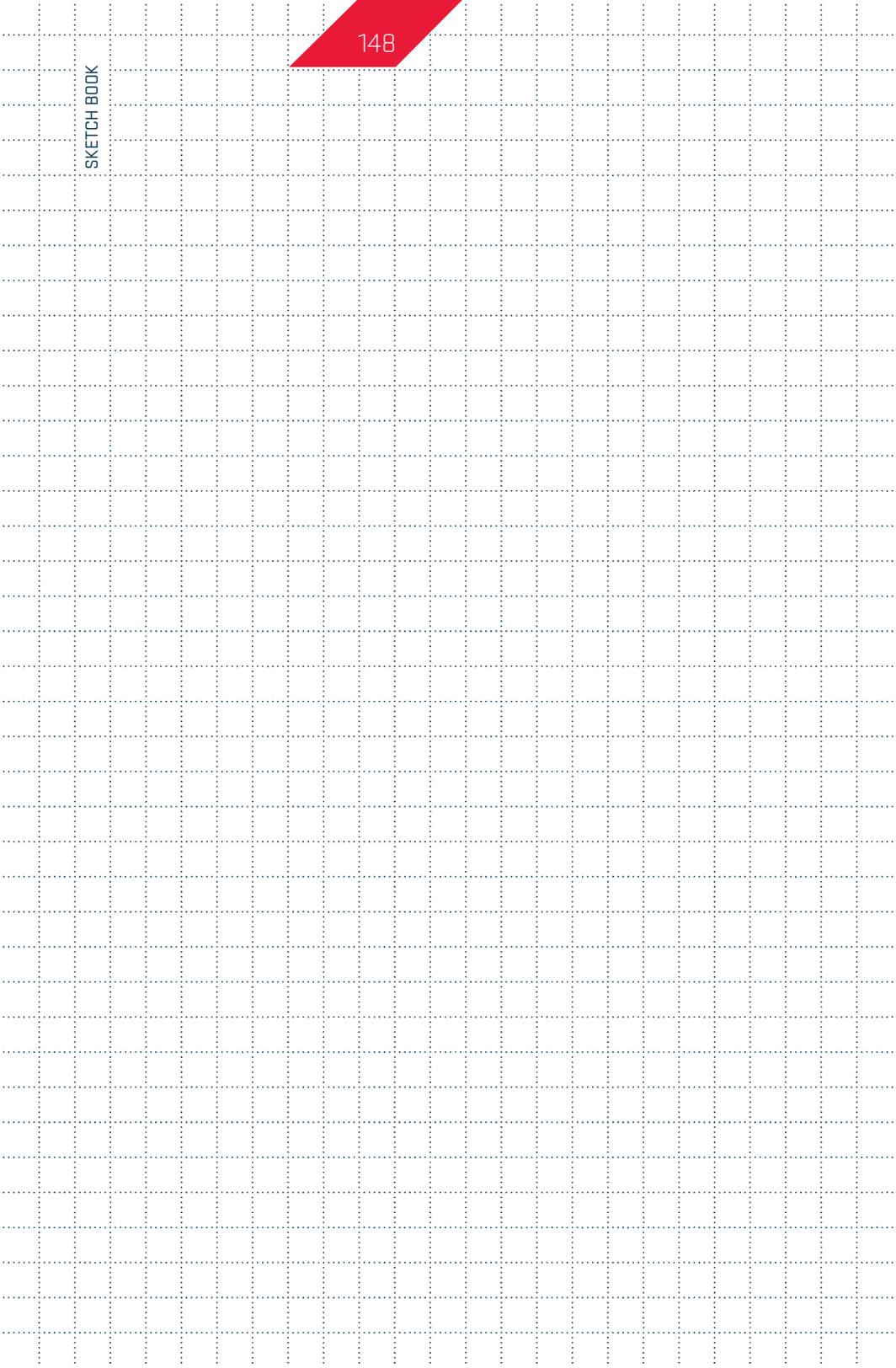


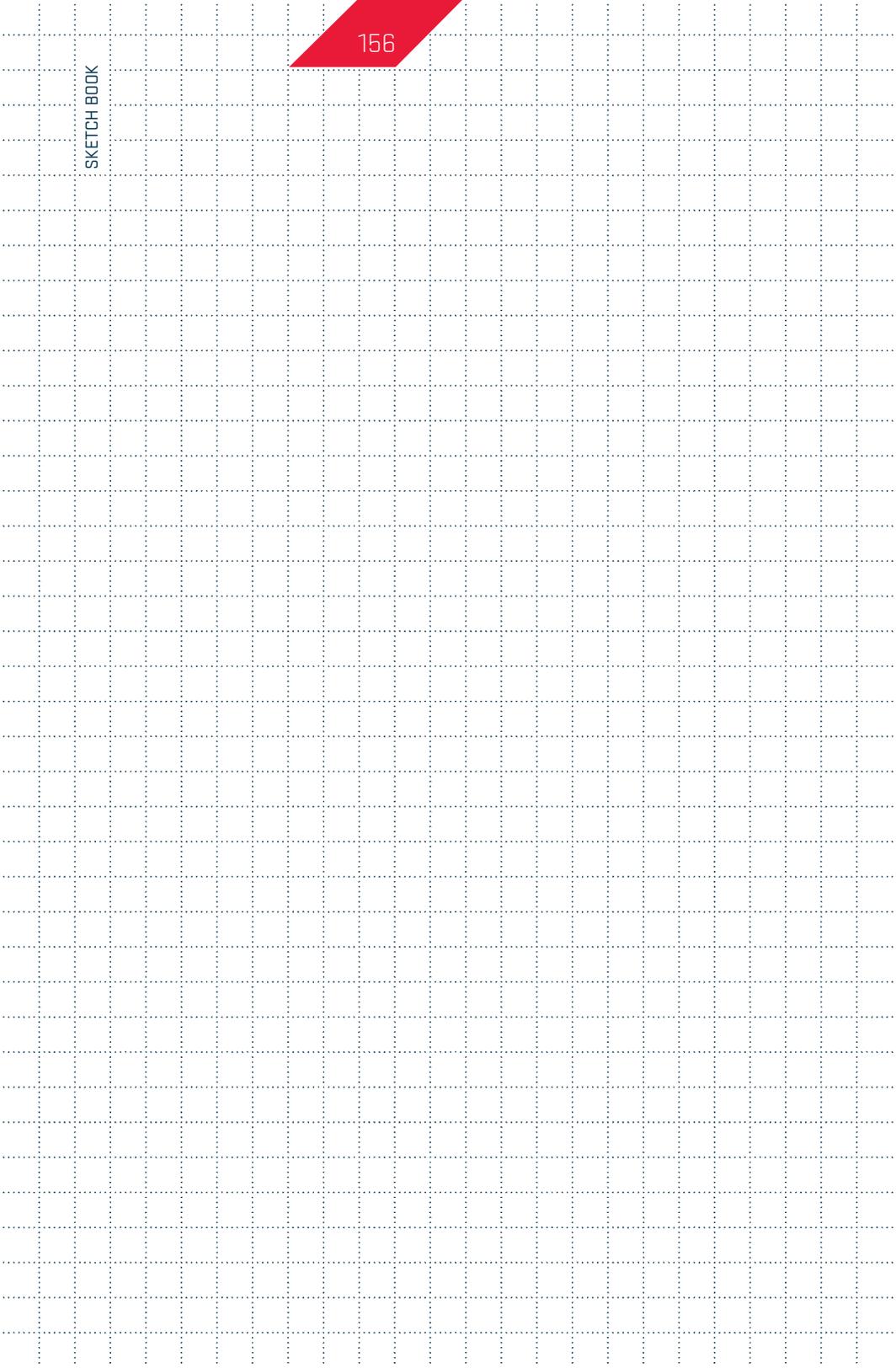


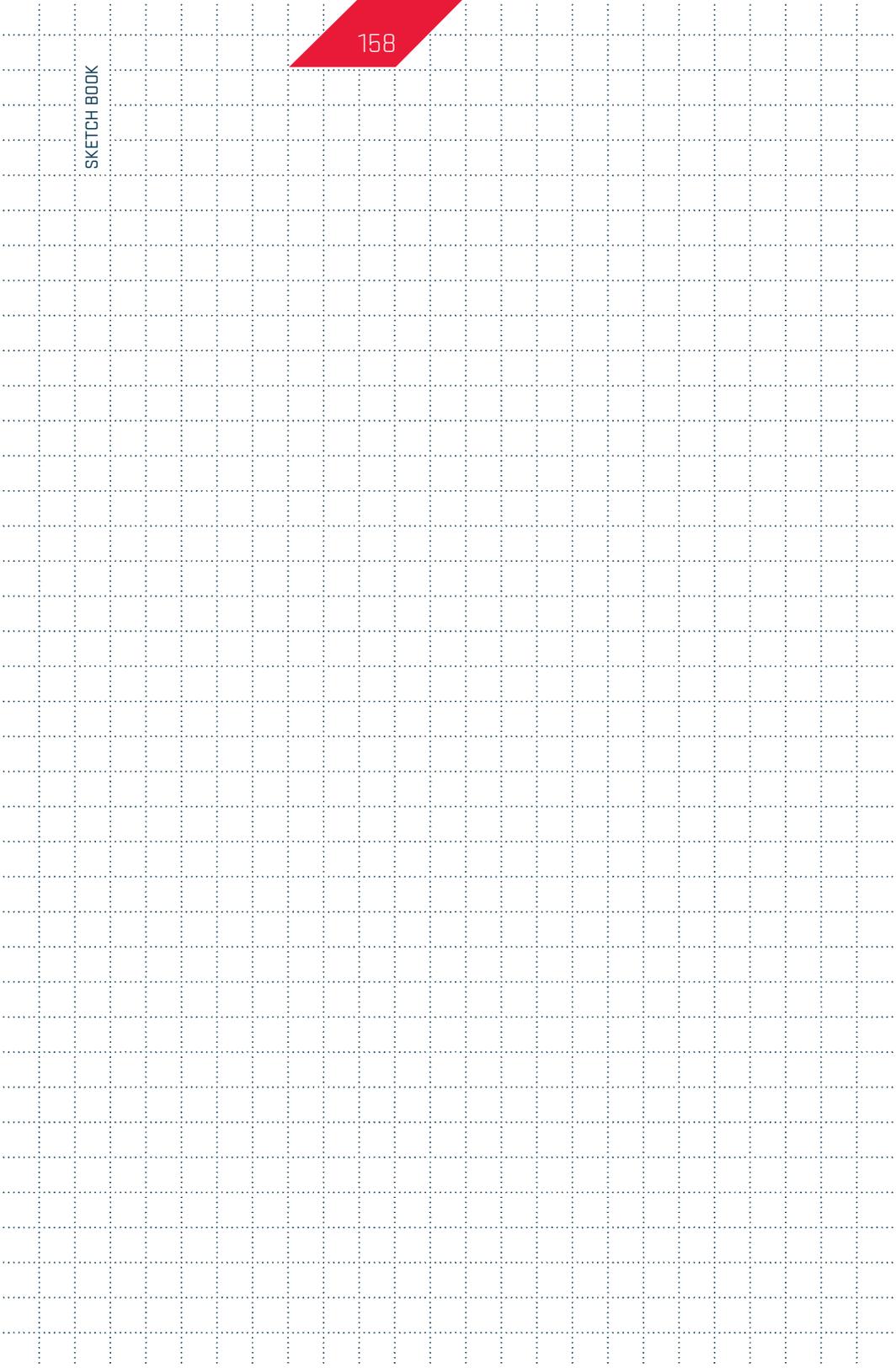


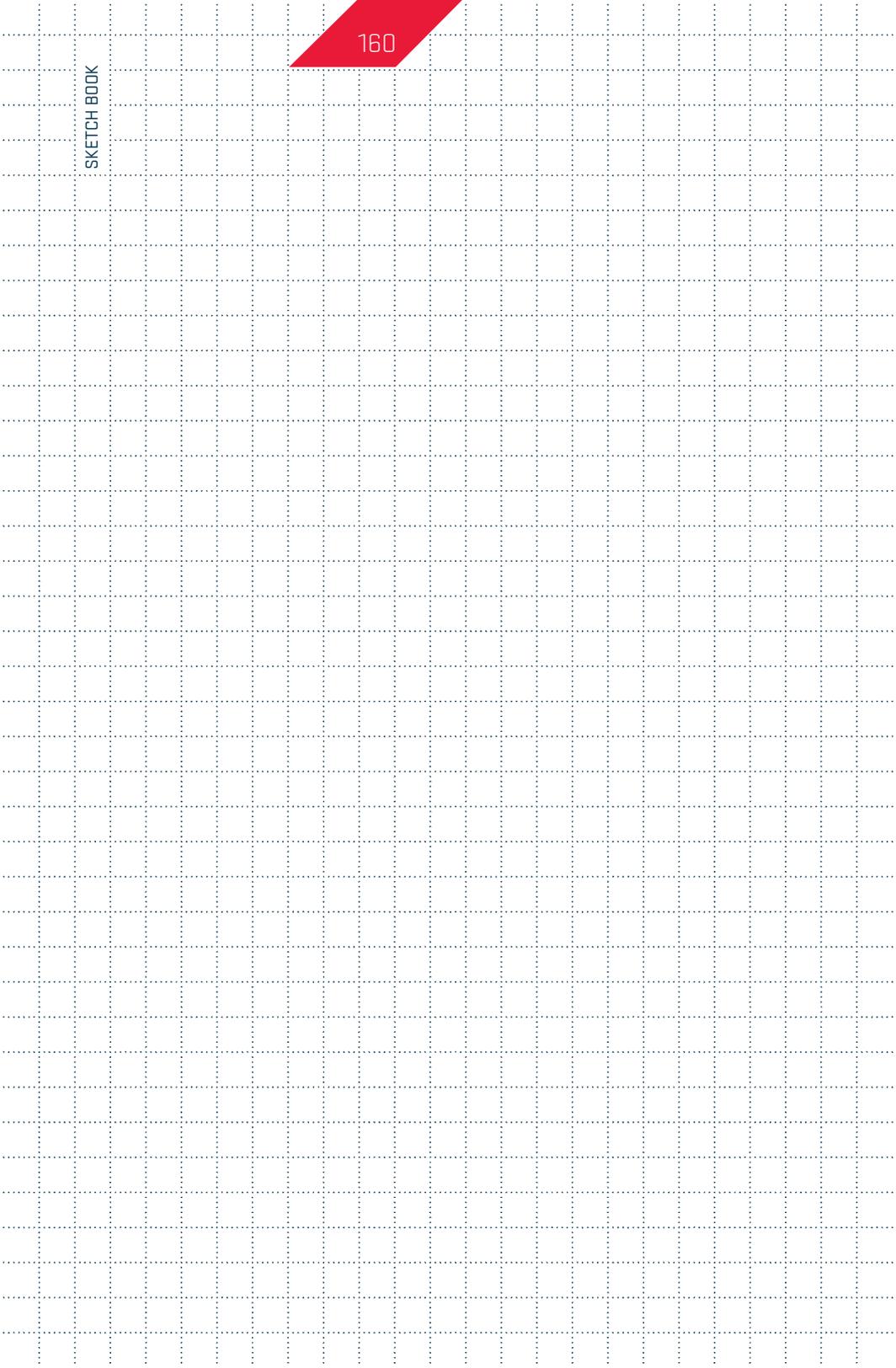














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