WELCOME MESSAGE

Dear Student,

Our mission at Laguna College of Art + Design (LCAD) is to prepare students for careers as creative artists in a culturally diverse world. To achieve this goal, LCAD offers curricula emphasizing the acquisition of skills based on observation, representation, and concept development. LCAD is committed to offering accredited degree programs that creatively combine studio work with academic studies, and to sharing its resources with the broader community through education and exhibition programming.

LCAD has high expectations for students and this Student Handbook will help to make your experience at LCAD satisfying and successful. In support of our commitment to your future, we strive to provide you with a supportive environment in which you may achieve your educational goals. LCAD faculty and staff are thoroughly committed to your welfare, and this handbook introduces you to, or reminds you of, the key people who will be a part of your educational life at LCAD.

A book can only go so far, though; so, I encourage you to talk to faculty and staff to get better acquainted with the LCAD community. We all want to ensure the best possible learning experience for you; so, please, let us know your suggestions and/or concerns.

Here's to your time at LCAD! Sincerely,

Doug DaVee
Director of Student Life
INTRODUCTION

HOW TO USE THE STUDENT HANDBOOK
If you have questions about academic policies, facilities, or services, LCAD’s 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 schedule an appointment with any member of the administrative staff. Any questions concerning your major or academic classes should be directed first to your individual department. If your department advisor or chair is unable to resolve your concerns, you may then contact the Vice President of Academic Affairs/Chief Academic Officer.

HANDBOOK POLICIES
LCAD reserves the right to make changes effecting policies, fees, or curricula without advance notice. The contents of this document are provided solely for the information of the student. All information is accurate at the time of printing but is subject to change from time to time as deemed necessary or appropriate by Laguna College of Art + Design. Any such, changes may be implemented without prior notice and without obligation. A current version of this handbook is available online at lcad.edu.
ADMINISTRATION

Office of the President
Jonathan Burke  President
Jennifer Richards  Executive Assistant to the President

Admissions
Chris Brown  Director of Admissions and Financial Aid
Christian Ramirez  Associate Director of Admissions, BFA and MFA
Jason Umfress  Assistant Director of Admissions
Julie Butler  Admissions Counselor
Ramon Vargas  Admissions Counselor
Geanna Anstey  Admissions and Financial Aid Coordinator
Madison Keyes  Admissions Assistant

Office of Academic Affairs
Dr. Hélène Garrison  Vice President of Academics
Lisa Pelt  Administrative Assistant to Academic Affairs and Off-Campus Housing Coordinator
Kerri Redeke  Executive Assistant to the Academic Deans
Omar Safie, PhD  Director of Assessment

Program Chairs
Sandy Appleoff  Chair of Art of Game Design MFA
Sean Bishop  Chair of Animation
Catharin Eure  Chair of Graphic Design + Digital Media, Dean of Innovation and Corporate Partnerships
Norman Leonard  Chair of BFA and MFA Programs in Creative Writing
Hope Railey  Chair of Fine Arts
Gavin Rich  Chair of Game Art
Michael Savas  Chair of Illustration
Betty Shelton  Post Baccalaureate Program
Sol Smith  Chair of Liberal Arts and Art History
Peter Zokosky  Chair of MFA programs in Drawing and Painting

Office of Graduate Studies
Sandy Appleoff  Chair of Art of Game Design MFA
Norman Leonard  Chair of MFA Programs in Creative Writing program
Peter Zokosky  Chair of MFA programs in Drawing and Painting
Sharon Flanders  Administrative Coordinator for MFA programs in Drawing and Painting

Office of Admissions
Chris Brown  Director of Admissions + Financial Aid
Julie Butler  Admissions Counselor
Geanna Anstey  Admissions and Financial Aid Coordinator
Madison Keyes  Admissions Coordinator
Christian Ramirez  Associate Director of Admissions
Jason Umfress  Assistant Director of Admissions
Ray Vargas  Admissions Counselor

Business Office
Jim Godek  Chief Financial Officer
Karin Cain  Payroll Administrator & HR Assistant
Caroline Carlson  Human Resources Manager
Winona Christiansen-Kirk  Accounts Payable Manager
Michael Pearlman  Controller
Fatima Silva  Bursar
### Office of Career Services
Robin Fuld  
Director of Career Services

### Office of College Advancement
Dominic Mumolo  
Director of College Advancement
Carol Covarrubias  
Graphic Design, Digital Media + Website Administrator
Catharin Eure  
Dean of Innovation and Corporate Partnerships
Tracy D. Hartman  
Associate Director of Development
Mike Stice  
Communications Manager

### Financial Aid
Christopher Brown  
Director of Financial Aid
Geanna Anstey  
Admissions and Financial Aid Coordinator

### Facilities
Dan Catalano  
Maintenance
Mario Colon  
Studio Technician
Steve Mills  
Maintenance

### Gallery
Andrea Harris-McGee  
Gallery Director
Hope Railey  
Gallery Coordinator

### Reception Desk
Linda Orem  
Receptionist
Stacy Allen  
Receptionist

### Registrar
Laura Patrick  
Registrar/Director of Institutional Research
Michael Zuniga  
Assistant Registrar/Assistant Director of Institutional Research

### Dennis and Leslie Power Library
Jennifer Martinez Wormser  
Library Director
Christa Jech  
Library Services Specialist

### Student Life
Doug DaVee  
Director of Student Life
Yuki Acs  
School Counselor
Lisa Pelt  
Administrative Assistant to Academic Affairs and Off-Campus Housing Coordinator
Steve Mills  
Resident Manager
Lisa Villanueva  
Coordinator for Students with Disabilities

### Campus Safety
Jim Wooley  
Director of Campus Safety
Bryan Heggie  
Extended Hours Campus Safety

### IT Services
Matt Morton  
Director of IT
Shawn Tetzlaff  
Academic Computing Administrator
STUDENT AFFAIRS, PROGRAMS AND SERVICES

LCAD ALUMNI ASSOCIATION
The LCAD Alumni Association provides significant benefits to build career, publicity, and networking opportunities for its members while promoting mutually beneficial relationships between LCAD’s alumni, faculty, and current students. The LCAD Alumni Association is designed to add value to LCAD Alumni’s degrees and educational experiences, encouraging lifelong learning opportunities. Membership is free to qualified persons and is a service provided through the Office of College of Advancement. For more information, contact LCAD’s Director of College Advancement, Dominic Mumolo via email at dmumolo@lcad.edu.

CAMPUS ACCESS AND HOURS
Building access across the LCAD campus varies from building to building. Hours of access are listed below and are subject to change during midterms and final examinations.

MAIN CAMPUS:
Monday-Friday
8:30 a.m. to 10:00 p.m.
Saturday
9:00 p.m. to 6:00 p.m.
Sunday
12:00 p.m. to 8:00 p.m. (Studios MC 8 & MC 11)

BIG BEND:
The Big Bend campus’ receptionist is available Monday to Friday, 8:30 a.m. to 5:00 p.m.. Studio Tech is present until closing each evening.
Students must have their LCAD student ID to enter Big Bend at all times.

Monday–Saturday
8:30 a.m. to 12:00 a.m. No re-entry after 10:00 p.m.
Sunday
12:00 p.m. to 8:00 p.m.

SENIOR STUDIOS:
No Staff on site Main Campus reception is accessible until closing at (949) 376-600, extension 221, or by calling LCAD’s Emergency Phone Line at (949) 715-8034.
Key Fobs are required to enter.
Monday–Thursday
8:30 a.m. to 12:00 a.m.
Friday
8:30 a.m. to 2:00 a.m.
Saturday
9:00 a.m. to 2:00 a.m.
Sunday
12:00 p.m. to 12:00 a.m.

ADMINISTRATION BUILDING:
Monday–Friday
8:30 a.m. to 5:00 pm
Saturday & Sunday: Closed

MFA STUDIOS:
MFA students have year round, 24-Hour access with Student ID.
RESIDENCE HALL:
The LCAD Residence Hall is divided into four addresses: 775, 785, 787, and 793 Laguna Canyon Road, Laguna Beach, CA 92651.

Each resident is provided a key to his/her individual unit and to the Student Lounge. There is no curfew and students can come and go as they please, but they must provide the Residence Life staff notice if they plan to be away for more than 24 hours. DeeMark, Inc. provides 24-hour security surveillance of all Resident Hall walkways and parking lots, and exteriors of most units.

The Director of Student Life and a Resident Manager are on property in case of emergencies and have access to the 24-hour security cameras.

CAMPUS ACTIVITIES
LCAD offers a variety of co-curricular and extracurricular activities to its students. Past events have included Rush Night, Halloween Costume Contest, Welcome Back Party, Movie Nights, Monthly Student Luncheons, Gallery Openings, Visiting Artists Program, and Artist Lecture Series. Ideas for events and activities should be presented through the LCAD Student Government. Be sure to watch for announcements of events on campus on my.lcad.edu and on bulletin boards throughout campus.

CAREER SERVICES
Career Services provides students with programs and services to help them in their professional growth and to become successful in their careers. Career programs include but are not limited to: Job and Community Fair (fall and spring term), Industry Open House (spring term), online job board, career advising, internship and job research assistance, interview, résumé and cover letter guidance. To access the LCAD Job Board go to my.lcad.edu.

DISABILITIES / AMERICANS WITH DISABILITIES ACT
LCAD complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the ADAAA, 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 LCAD. In carrying out this policy, the College recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and will provide reasonable accommodations to qualified individuals with disabilities to the extent that it is readily achievable to do so. The College is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity.

Students with a documented disability should contact the Coordinator for Students with Disabilities before accommodations are needed via e-mail at lvillanueva@lcad.edu. The Disabilities Coordinator will verify documentation (or advise students as to the proper documentation needed) and send a notification letter to relevant faculty. No faculty member can give accommodations without an official written request from The Disabilities Coordinator. Retroactive accommodations are not provided. All discussions will remain confidential.

INTERNATIONAL STUDENTS
International students needing cross-cultural services or acculturation assistance should contact the Director of Admissions + Financial Aid, Christopher Brown via email at cbrown@lcad.edu.

MATERIALS AND SUPPLIES
Material lists are provided to students via moodle.lcad.edu. Expenses vary from class to class but may be estimated at $1,792 annually. LCAD does not have an art supply store on campus; however, many local art stores give discounts to LCAD students. Where applicable, students must provide their LCAD student identification card to receive discounts.
my.lcad.edu is LCAD’s intranet portal through which LCAD students, faculty and staff may go to stay up-to-date on the latest campus-wide news and events related to Student Life, Library, LCAD Gallery, Career Services, Writing Lab, and several art- and design-related opportunities. Students also may use my.lcad.edu to submit the following forms online through the Registrar: withdrawal, change of major, course substitution, declaration of major, independent study and leave of absence.

OFF-CAMPUS HOUSING
Students looking for off-campus housing may contact the Off-Campus Housing Coordinator. The Off-Campus Housing Coordinator maintains information provided by local landlords about rentals and manages an LCAD roommate search list. Additionally, information regarding roommates and apartments is often posted on bulletin boards around the campus. These services are provided for the convenience of LCAD students. LCAD NEITHER ENDORSES NOR INVESTIGATES THE QUALITY OR SAFETY OF OFF-CAMPUS HOUSING, NOR DOES IT VERIFY THE BACKGROUNDS OF LANDLORDS OR PERSONS SEEKING ROOMMATES. Students must independently perform such investigations as they deem necessary. For more information or assistance, please email housing@lcad.edu.

ON-CAMPUS HOUSING
The Director of Student Life and Resident Manager oversee life at the LCAD’s Residence Hall. Located at 775, 785, 787, and 793 Laguna Canyon Road, Laguna Beach, CA 92651, the LCAD Residence Hall is 3/4 of a mile from LCAD’s Main Campus and is walking distance to downtown Laguna Beach’s shopping, dining, and boardwalk. The LCAD Residence Hall is available to new freshmen. The LCAD Residence Hall’s apartment-style units come fully furnished and accommodate 56 students. The 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 academically stimulating and that encourages 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.

Each summer, residents are provided an LCAD Residence Hall Handbook that sets forth the basic terms and conditions for living in LCAD’s Residence Hall. All residents must agree to follow LCAD’s housing policies as outlined in LCAD’s Residences Hall Handbook. All housing contracts are for an entire academic year.

ONLINE SERVICES FOR LEARNING AND RESEARCH: LYND.A.COM
Students are encouraged to take advantage of lynda.com, a subscription-based online software training website which offers over 50,000 tutorials on 850 different topics. Access is available from any one of the established LCAD campus IP addresses (Main Campus, Residence Hall, Big Bend, and MFA building) or remotely using the access portal on an LCAD Library webpage. Students are reminded that they utilize lynda.com subject to, and must comply with, the terms of the license agreement under which it is provided.

OPEN STUDIO WORKSHOPS
LCAD students are encouraged to attend free, on-campus workshops. Information about our open studio workshops is released via LCAD email at the start of each semester.

ORIENTATION AND NEW STUDENT REGISTRATION
Orientation and registration for new students is held the week prior to the start of each semester. Its purpose is to familiarize new students with LCAD’s administration, faculty, studios, computer facilities, library, gallery, and peers. The Office of Student Life also sponsors a Welcome Week full of fun events before the beginning of each fall semester.
STUDENT CONDUCT, COMPLAINTS AND APPEALS
Students should conduct themselves in a manner compatible with the artistic and educational mission of the College. The Code of Conduct (page 30 of this LCAD Student Handbook) outlines standards of behavior, procedures when violations of such standards are alleged, and rights to appeal decisions. If you have a complaint or concern, you should first try to resolve it with the person or persons involved to the extent appropriate. In many cases, discussion on a one-to-one basis works best. However, if you are unable (or do not feel it is appropriate) to resolve the complaint or concern in this way, you should pick up and submit your complaint/concern using the Formal Complaint Form to the appropriate administrator. The form also can be found at my.lcad.edu.

STUDENT EMAIL
All official LCAD communications are sent through LCAD email and it is the student’s responsibility to check his/her LCAD email regularly. Faculty, Financial Aid, Student Life, and the Registrars Office’s will be in contact with you primarily through your LCAD email.

STUDENT GOVERNMENT
Students have a government organization known as the LCAD Student Government. As a self-governing organization, the student government is responsible for coordinating social activities, holiday parties, and community service opportunities. Student committees meet on a monthly basis to plan events, discuss issues, and relay problems to faculty and staff. Students may request to speak at faculty meetings by submitting a written request to the President of the Faculty Senate. The Director of Student Life acts as the liaison between the Student Body and the College.

STUDENT HEALTH SERVICES AND INSURANCE
LCAD does not provide insurance to its students, nor does it require that students demonstrate insurance coverage as a condition of enrollment. However, obtaining proper insurance is important, as it is a form of financial protection. Many activities both in and out of college will expose you to expenses and potential liability for which you should be insured. It is your responsibility to provide for the necessary insurance coverage. Parents/legal guardians may be a source of help and savings with insurance. Even if they live out of state, they may be able to add you to their health, car, renter’s, or homeowner’s insurance policy at a lower cost than obtainable from an individual policy. Effective 2014, the Affordable Care Act (ACA) requires most people to have health insurance or to pay a penalty. Students may qualify for a subsidy under the ACA. For more information, please contact Covered California at www.coveredca.com. On-campus housing students do need to follow the requirements set forth by the Office of Student Life regarding required immunizations.

STUDIO LABS
LCAD also offers studio labs to assist students in various disciplines, including the LCAD Writing Lab, Fine Arts lab, and various Visual Communication studio labs. Studio lab hours are announced at the beginning of each semester. These services are free to students.

TRANSPORTATION
Most students commute to LCAD by car. Students are encouraged to carpool with other students. LCAD has a shuttle to take students between campuses and the Artisan Laguna Beach apartment complex (formerly known as Club Laguna) in Laguna Beach.

The LCAD shuttle runs Monday–Friday from 8:30 a.m. to 10:30 p.m. Saturday from 8:30 a.m. to 4:30 p.m.

There also is an Orange County Transit Authority (OCTA) bus stop directly in front of LCAD’s Main Campus. The OCTA Bus Route #89 goes in and out of the Laguna Canyon. OCTA Bus Route #1 follows Pacific Coast Highway (PCH) in and out of Laguna Beach. The OCTA bus schedule is available online at http://www.octa.net. Please take time to navigate local transit websites and to research bus routes applicable to you.
ACADEMIC POLICIES AND PROCEDURES

ACADEMIC INTEGRITY
Every LCAD community member, including students, faculty, and staff, must adhere to standards of honesty in producing and disseminating knowledge and artwork. Credit must be given for material drawn from any source beyond a student's own firsthand experience. If this material is not common knowledge of the kind possessed by everyone working in the general area, you must give credit for that material in a reference that identifies the source by author, title, and page (or, if the source is not something in print, such as artwork, by details about the source that is equally precise).

Plagiarism means using another person's work, writing, words, ideas, research, graphics, programs, music, pictures, data, and/or other creative expression without giving the other person full credit. Students must enclose another person's words in quotation marks, cite the appropriate source(s), and give citations when using the ideas of another person, even if those ideas are paraphrased.

Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time information from a source is used, it must be cited.

The Internet is a very popular resource for information for student assignments. The same rules regarding plagiarism apply to resources found on the Internet as do to a printed source: when a student refers to work, writing, words, ideas, and the like or quotes from an internet site, he or she must cite that source. Many of the same rules apply when using visual information from a website: the source of the visual information or graphic always must be cited.

A student accused of plagiarism or cheating shall be subject to discipline as determined by the Instructor, in coordination as necessary with the Chair of the Department. Any disciplinary action imposed may be appealed within the ten (10) business days after notification of the disciplinary action, by submission of a written appeal to the Vice President of Academic Affairs/Chief Academic Officer setting forth the alleged violation and the basis on which the disciplinary action is challenged. Disciplinary actions for plagiarism or cheating may include (without limitation) a failing grade, academic probation, or dismissal. If dismissal occurs, tuition refunds will not be made. Please see the LCAD Code of Conduct for more information.

ACADEMIC MAJORS
Students should declare their major as soon as possible but not later than the second semester of their freshman year. A Declaration of Major form is available in the Registrar's Office. Requirements for majors can be found in the online LCAD catalog or on the LCAD website. LCAD undergraduate students complete an academic major in one of the following degree programs: Animation, Drawing & Painting, Game Art, Graphic Design + Digital Media, and Illustration. If a student has earned 45 or more units, the student must petition the current and prospective major. Petition to Change Major forms are located at the Office of the Registrar. Changing your major may result in additional time spent at LCAD. LCAD also offers a Post-Baccalaureate Certificate Program in Drawing & Painting and MFA degrees in Art of Game Design, Drawing, and Painting. Students must follow the necessary procedures to change majors once a major has been declared.
ADDING, DROPPING OR WITHDRAWING FROM A COURSE
A student may add or drop a class in Power Campus during the add/drop period published in the academic calendar each semester. If the student does not drop a class and ceases to attend class, he/she will receive a grade of "X" for the class. This grade will be recorded on the student's transcript and will be reflected in his/her Grade Point Average (GPA) in the same manner as an "F." Specific add/drop dates are posted at the beginning of each semester. Add dates and drop dates, with and without assessment, vary according to the course length and start/end dates. Adherence to these dates will be strictly enforced except in serious compelling and mitigating circumstances. Please find forms located at my.lcad.edu. See also Withdrawal from the College and Withdrawing from a Course.

For full-semester courses (15 weeks in length), students may withdraw from a course up to the posted withdrawal deadline. A "W" will appear on the transcript, but will not be used to calculate the GPA. Exact deadlines are published each semester in the academic calendar. An online withdrawal form must be filed before this date. In the case of a change of a student’s status from full- to part-time, see Refund Policy. Please check with the Bursar’s Office if you have any questions.

ATTENDANCE POLICY
Attendance is monitored by the instructors with each instructor having sole discretion in assessing the impact of absences on a student’s final grade. Any attendance policy adopted by the LCAD faculty senate shall supersede the policy as stated in the LCAD Student Handbook.

Students are expected to attend classes and to be on time.

LCAD’s attendance policy is as follows:
15-week classes with 2 weekly meetings: 5 absences allowed; student is dropped at the 6th absence
15-week class with 1 weekly meeting: 3 absences allowed; student is dropped at the 4th absence

Exceptions:
In case of serious illness or other emergency, students may be assigned an “Incomplete.”

COURSE ENROLLMENT POLICY: LIMITATIONS FOR STUDIO
A student is entitled to enroll in one and the same course up to three (3) times in an attempt to earn either a minimal passing grade or higher. If a student fails to pass one and the same course three (3) times due to having earned a grade of “X,” “F,” or a grade below the required minimal passing grade, the student must petition to enroll in the class on the fourth time and all subsequent times thereafter. Consequently, the student shall not be able to earn the number of credit units necessary for a successful completion of an LCAD major or certificate program that includes such a course as either a required or an elective course. No equivalent course and earned grades or credits at any other accredited educational institution shall be deemed transferable and applicable toward graduation, and considered a substitute for the course and conditions outlined above. Students who have received a grade of "C-" or lower in a course taken at LCAD may repeat the course at LCAD, and the higher grade will be used to compute the cumulative grade point average. If a student has not achieved the minimum GPA of 3.00 in the major, the student may repeat a course in the major in which the student received a grade of “B-”, “C+”, “C”, or “C-”. The repeated course must be taken at LCAD. The student may continue to repeat courses until the minimum GPA of 3.00 in the major is achieved.

CLASS LEVEL
Class level is determined by the number of units completed toward the undergraduate degree at LCAD.

For Students entering Fall 2009 and later
Freshman 0 - 27 units
Sophomore 28 - 60 units
Junior 61 - 93 units
Senior 94 -122 units
COURSE ENROLLMENT POLICY: LIMITATIONS FOR LIBERAL ARTS
As a consequence of not earning the minimal passing grade for any singular Liberal Arts course at LCAD—with a grade of “C” or better—the student shall not be able to earn the number of credit units necessary for a successful completion of an LCAD major or certificate program that includes such a course as either a required or an elective course. Should it be a course that is a prerequisite for other courses (e.g. Critical Reasoning), the student will not be allowed to enroll in those other courses (e.g. Art History). No equivalent course and earned grades or credits at any other accredited educational institution shall be deemed transferable and applicable toward graduation, and considered a substitute for the course and conditions outlined above.

If a student twice fails to pass any singular Liberal Arts course (having earned an “X”, “F”, or a grade below the required minimal passing grade), then the student must petition the Chair of Liberal Arts and Art History to enroll in the class one last time in attempt to remain in the degree program. Should the request be granted by the Chair and the student then fails to earn a minimal passing grade on the third attempt at said course, then the student will automatically be removed from his/her degree program and will be transferred into a certificate program. Although no longer in the degree program, the student may still, with the Chair’s approval, re-attempt the course; should the student subsequently earn a passing grade in this same course, then student may compose a formal petition to both the Chair of Liberal Arts and the Vice President of Academic Affairs/Chief Academic Officer requesting to be matriculated back in to the BFA degree program. The decision of the Chair and Vice President of Academic Affairs/Chief Academic Officer will be final and binding. For any student who repeats a course at LCAD (after earning a grade of "C-" or lower) and earns a higher grade on a subsequent attempt, the higher grade will be used to compute the cumulative GPA.

COURSE LOAD
Students normally will not register for more than 18 units per semester.

a) Full-time load: 12 to 18 units constitute a normal full-time course load covered by tuition and fees.
b) Exceeding Full-time load: Students wishing to enroll for 19 or more units in a semester must receive permission from the Chair of their Department. Supplemental, prorated tuition fees will be charged for each unit above 18 units, based on the current year’s unit fee.
c) Part-time load: Students enrolling for less than 12 units in a semester will be charged a prorated amount based on the current year’s unit cost.

COMMENCEMENT
A commencement ceremony is held after the conclusion of each spring semester. Students planning to graduate and to participate in the commencement ceremony must submit an Application to Graduate and pay the required graduation fee.

Graduation requirements are subject to change; therefore, it is important to check with the Registrar and with your advisor to verify that you are on track to participate in commencement proceedings.

DEGREE REQUIREMENTS FOR GRADUATION
Students planning to graduate in the BFA degree or certificate program must complete the Application to Graduate form located on my.lcad.edu and file it with the Registrar during the first semester of the senior year so that all remaining requirements can be officially confirmed. The faculty and Board of Trustees approve candidates for the BFA degree or certificate. Graduation requirements include: completion of all degree requirements prior to commencement, a minimum GPA of 2.0, which includes a minimum of 3.0 for all courses designated as studio requirements for the major. Additionally, students who have outstanding tuition and/or fee balances may not be permitted to participate in commencement proceedings and will not receive their diplomas until any outstanding matters are resolved.

Graduation requirements are subject to change; therefore, it is vital to check with the Registrar at the beginning of your senior year to verify you are on track to participate in commencement proceedings.
GRADING SYSTEM
Grades are assigned at the end of each semester and are based on the instructor’s choice of examinations, research papers, portfolio review, critiques, assignment completion, class participation, and attendance. Assigned grades are final and can be changed only by the instructor who awarded the grade. Grade changes must be based on a clerical error in final grade calculation or in grade processing. Students have 45 days from the end of the semester to challenge any of their grades from the currently finished semester.

Grades of Incomplete (I) may be assigned only for serious reasons, and must be approved by the Instructor. An incomplete grade must be completed for a letter grade within one semester or the grade automatically will become an “F.”

Grades will not be issued to students with delinquent tuition accounts, unpaid fines, over-due library books, and/or other unresolved matters. An incomplete may be extended by one semester for compelling reasons, with the approval of the instructor and the Registrar.

Grades of Report Delayed (RD) will be assigned when an instructor is unable to submit grades on time. An RD will be changed to the appropriate letter grade when submitted by the instructor. A grade of RD shall not factor into a student’s overall GPA.

A grade of “X” will carry the same weight as a grade of “F;” it counts in attempted credits, GPA credits and computation, and toward academic probationary status. The function of an “X” is to denote that the student failed due to non-attendance as opposed to poor academic performance; this is indicated on the transcript key as well.

If a student does not formally apply for an Incomplete (I), then an Unauthorized Incomplete (UI) grade will be assigned by an instructor. The grade of “U” shall factor into the GPA with 0.00 grade point units.

Students that have outstanding course grades of “Incomplete,” “RD,” and/or “U” statuses from the previous semester will not be awarded their LCAD Institutional Grant in the current semester until a final grade has been recorded by the Registrar.

If a student feels that she/he has received an incorrect grade, she/he may consult with the instructor for verification. A student has the right to petition for review of a class grade. The petition form may be obtained from the Registrar. In every case, the burden of proof rests upon the student to show reasons why the grade should be changed.

INDEPENDENT STUDY
Students wishing to enroll in Independent Study classes must petition the Chair of their department by filling out a Petition Form. Enrollment is neither automatic nor guaranteed.

Financial responsibility will be assessed according to the following criteria:

- Graduating seniors who need a class not being offered by the College and who have a legitimate reason for not having taken the class previously will be eligible for an Independent Study with no charge beyond their regular tuition.

- All other students wishing to take an Independent Study will be charged a fee to cover the cost of out-of-class instruction.
  Students will pay the regular tuition costs plus the following:
  - $175 for a 1-unit course
  - $250 for a 2-unit course
  - $350 for a 3-unit course.

- Once the student has filled out the petition and the Registrar and the Vice President of Academic Affairs/Chief Academic Officer have approved the request, it is the responsibility of the student to seek out the faculty member to get his or her approval. Finally, the student must file the completed form with the Registrar.
MINIMUM ENROLLMENT
Classes require a minimum enrollment. If a class is canceled because of low enrollment, students may take an alternate class in their major area. The canceled class will be offered again at a later date.

OWNERSHIP OF WORK
In consideration for being permitted to enroll in or attend any class, seminar or course of study at the College, the student hereby (a) assigns to the College any and all rights to all copyrightable and patentable works the student creates as a part of a project funded through the College by an outside sponsor, or as a part of his/her employment as a college employee, (b) waives any and all rights under California Civil Code Section 3344 and authorizes and grants a license to the College to forever use, without compensation to the student, the student’s name, photograph, image, voice and likeness and/or any art work, project or other work created by or contributed to by the student during the period of enrollment to publicize or promote the College and (c) releases the College from any liability for the loss, theft, or damage of the student's work while such work is in the possession or control of the College.

PRESIDENT'S HONOR ROLL
To make President's Honor Roll, BFA students must have a term grade point average of 3.75 or higher. A special reception is held each spring to recognize and honor this academic achievement.

PROBATION AND ACADEMIC DISMISSAL
A student with a cumulative grade point average of 2.00 or below will be placed on Academic Probation for one or two semesters, following the recommendation of the Academic Standing Committee. There are also specific GPA requirements for your major. Upon written notification of probation, the student must achieve a cumulative grade point average of 2.00 or above by the end of the second subsequent semester. A student on probation may not enroll in more than 12 units without the Academic Standing Committee's approval.

READMISSION AFTER A WITHDRAWAL
If a student is in good academic standing upon withdrawing, every effort will be made to readmit her/him. However, readmission is not automatic. A completed application with a non-refundable application fee must be filed with the Admissions Office. Transcripts for work taken at other institutions must be submitted as part of the application. A portfolio review may be required.

STUDY ABROAD POLICY
Students may study abroad at approved schools (i.e. Florence Academy of Art or Breda University). Students who study abroad are not eligible to receive any institutional funds (LCAD Institutional Grant, LCAD Grant, and/or any other funds awarded by the LCAD Scholarship Committee) during their time abroad.

Here is a summary of general study abroad policies:
- A 30-unit residency must be completed at LCAD before studying abroad.
- Mandatory senior year in residence at LCAD.
- No institutional grant will be awarded during residency abroad.
- Students must have the proposed course of study approved by the appropriate Chair before studying abroad.
- Students are aware that a year of study abroad will likely slow their process toward a degree.
- Units completed in the study abroad programs are subject to a portfolio review.
- Students interested in participating in a study abroad program must have a minimum GPA of 2.5.

UNCLAIMED STUDENT WORK
LCAD 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.

WITHDRAWAL FROM COLLEGE
Students not intending to return to LCAD should complete a Permanent Withdraw Form available at my.lcad.edu.
WITHDRAWAL FROM CLASS

Students needing to withdraw from a class (before the published withdraw period) should complete the Individual Course Withdrawal Form at my.lcad.edu. Please note that withdrawing from a course may impact your anticipated graduation date, as well as your financial aid package—including your LCAD merit scholarship.
FACILITIES AND RESOURCES

COMPUTER LABS
Computers are available for student use in the Big Bend and Main Campus student lounges. Additionally, classroom computers are available to students during computer lab hours of operation and when no classes are scheduled in a classroom. Labs hours may also be retrieved from the IT Print Lab at the start of each term. Computers are available on a first come first serve basis. Use of LCAD computers is limited to current students and faculty/staff members. IT Lab staff on duty will be available to advise users with computer problems and know how to perform computer related tasks, but are not available to assist with users’ academic work or other college-related tasks.

By using any computer in the computer labs you agree to abide by the LCAD policies as set forth in this handbook and as may be posted in the computer labs. The use of LCAD computer resources is a privilege, not a right. You must protect your account password and use the computer resources only for appropriate uses. Be respectful of other lab users, student assistants, staff lab equipment and areas at all times. Leaving computers logged in unattended is not permitted. Food and drinks are not permitted in any computer lab. Studio materials in the lab, including but not limited to sprays, and paint, are not allowed near computers. You may not install, modify or delete any software on LCAD computers or defeat or attempt to defeat software security systems. Equipment in the computer labs is not to be removed, modified, relocated, or disassembled without permission from IT Lab staff.

Because the computer labs are a limited high demand facility, rendering of files during the day is not allowed unless otherwise authorized by the lab staff. All work left on servers must be backed up multiple times on student owned devices after usage or to student home directories. The computer lab is not responsible for lost work. Users are to clean up the area around the computer used as they leave.

LCAD prohibits students from displaying, possessing, or viewing any material deemed pornographic in nature.

EXHIBITIONS AND GALLERY
LCAD Gallery is located at 374 Ocean Avenue, Laguna Beach, CA 92651. On occasion, LCAD also exhibits works of art in its conference rooms and in the Dennis and Leslie Power Library at Main Campus. The galleries feature internationally recognized, emerging, faculty and student artists. The department chairs, the Gallery Director and others curate exhibitions at LCAD. An Annual Juried Student Exhibition, BFA degree program exhibitions are featured each year. Students are encouraged to participate in the Annual Juried Student exhibition and to attend the many gallery openings held throughout the year. Students also are encouraged to volunteer at LCAD Gallery. For additional gallery information, please contact LCAD’s Gallery Director, Andrea Harris-McGee at aharrismcgee@lcad.edu.

IDENTIFICATION CARDS
Each student will be issued one student identification card. This card will entitle the student use of the Library, access to secure areas, and discounts at many local art supply stores and entertainment facilities. LCAD Shuttle drivers may also may request that students present their student ID card. Students may obtain their ID cards from the Main Campus receptionist.

All LCAD Students must carry their LCAD Student ID card with them at all times when on campus. Your Student ID card is your entry card into Big Bend and into all the Main Campus studios. If a student loses their LCAD Student ID, a replacement ID can be purchased for $5.00 at the Main Campus Reception Desk between the hours of 8:30 a.m.– 5:00 p.m., Monday–Friday. It is the responsibility of all LCAD Students to report their student ID card missing within 48 hours of losing it. Failure to comply with this policy will result in a student’s name being given to the Director of Student Life for disciplinary action in compliance with the Student Code of Conduct.
LIBRARY AND ONLINE LEARNING RESOURCES
The Dennis and Leslie Power Library has a collection of over 20,000 volumes; 82 wide-ranging periodical subscriptions; over 2,000 DVDs, including the Gnomon Workshop tutorial series; art exhibition catalogs; a special collection of rare and out-of-print books; and the historical archives of the college documenting its over fifty year history. In addition, the library also provides access to several electronic databases, research tools and journals, including ARTstor, lynda.com, Visible Body, EBSCO ArtSource, EBSCO eBooks, Ask Art (Academic Edition), Colourbox and Pronounciator.

The Library hosts various events and instructional sessions throughout the academic year.

The Library’s online catalog indexes the titles, authors and subjects of the cataloged items in the collection; for off-campus access to the online catalog, databases and additional information about the library, go to www.lcad.edu/library.

OPEN STUDIO HOURS
Students may use the studios outside of scheduled class time during the academic year when space is available, provided there is no conflict with campus activities and provided adequate supervision in accordance with safety regulations is maintained. Special permission from Kerri Redeker at kredeker@lcad.edu must be requested for use during other than regular operating hours. Studio hours are posted at the start of each term.

PARKING PERMITS
Parking permits are available through Campus Reception. Parking permits must be displayed whenever a vehicle is parked in any LCAD lot or structure. All hangtag permits should be displayed face out on the rear view mirror. There is a five-dollar replacement fee for all parking permits.

Students may park in any clearly marked parking stall other than those specially designated for “Staff” (back lot of main campus), “Handicapped”, “Faculty”, or “Visitor.” Do not, under any circumstance, park in the fire zone (red curbs) or double-park, or you will be towed. The speed limit in the parking lot is 10mph, except in front of the main building where it drops to 5mph. You can sign up for a parking permit using http://my.lcad.edu

PRINTING SERVICES AND EQUIPMENT CHECKOUT PROGRAM
All black and white prints are free through the designated student printers on each campus. The maximum limit is 20 sheets per-print. The main LCAD Print Lab is located on our Big Bend Campus. There is a secondary Helpdesk on Main Campus that can provide some printing services. Printing Services include free black and white printing. All color prints must be paid for at the student’s expense. Payments made to the print lab may only be via Credit Card. The print lab is capable of printing color laser, and inkjet prints up to 36" x 60" fonts.

The Print Lab also hosts free equipment checkout program. Items available for checkout include but are not limited to, digital still cameras, digital video cameras and tripods. All loaned equipment must be returned on time or late fees are applied. If you fail to pay the outstanding fee your checkout privileges will be suspended until you have paid the outstanding amount. All equipment that is lost or stolen while in possession of the borrower is to be paid for or replaced by the borrower promptly with comparable equipment at the current fair market value price.

TECHNICAL SUPPORT SERVICES
The Big Bend Helpdesk is staffed during all class times and additional hours in the evenings and weekends. The Helpdesk be contacted at (949)715-8063 or by emailing support@lcad.edu
For more information please see http://my.lcad.edu

Helpdesk services provided:
- Support for all campus operated systems (email, self service, ftp, etc.)
- Troubleshooting of student owned computers. (virus scanning, diagnostics of failed components)
- Upgrades of student owned computers (RAM install, HDD upgrades, software installs)
- Large format color printing
- Equipment checkout (digital SLR, Wacom, digital video cameras, lighting kits, laptop power adapters, etc.)
- AV Classroom support Password reset
WOOD SHOP SERVICES

The Woodshop equipment is available for OSHA trained instructors who teach specific LCAD courses and OSHA trained staff. Students who are enrolled in the following courses will have access to woodshop services:

<table>
<thead>
<tr>
<th>Course</th>
<th>Wood Shop Service Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials &amp; Techniques</td>
<td>Student’s Instructor</td>
</tr>
<tr>
<td>All Sculpting courses</td>
<td>Student’s Instructor</td>
</tr>
<tr>
<td>Animation Stop Motion</td>
<td>Student’s Instructor</td>
</tr>
<tr>
<td>Printmaking</td>
<td>Student’s Instructor</td>
</tr>
<tr>
<td>MFA Program and Courses</td>
<td>Studio Tech or Campus Safety Supervisor</td>
</tr>
</tbody>
</table>

When a student’s instructor is not available, the student or the instructor can contact the Studio Tech directly for services in advance. MFA students will exclusively contact the Studio Tech at (315) 939-2107 or the Campus Safety Supervisor at (949) 715-8034 for Woodshop services. Please allow extra time for completion of projects and plan your work in advance.

The Studio Technician is available:
Monday – Friday, 8:00 am – 5:00 pm.

The Campus Safety Supervisor is available:
Monday – Thursday
5:00 pm. – 10:00 pm.

Saturday
9:00 am – 5:00 pm

The Wood Shop is closed on Sundays

Students are not allowed in the Wood Shop and are not allowed to directly use the Wood Shop equipment.
FINANCIAL INFORMATION

The purpose of financial aid is to assist students whose personal and family resources are insufficient to meet the total cost of education at Laguna College of Art +Design. Financial aid is available from one or more of the following sources: scholarships, grants, part-time employment, and loans. LCAD is also eligible to participate in the Department of Veterans Affairs Educational Assistance programs.

Eligibility for most forms of financial aid is based on demonstrated financial need. Financial need is the difference between the Cost of Attendance (a standard budget) and the Estimated Family Contribution (EFC: the amount the student, and if applicable, the student’s spouse and/or parents can be expected to contribute). Cost of Attendance components include tuition and fees, an allowance for books and supplies, housing, food, transportation, and personal expenses. Family contributions are based on the Federal Methodology analysis of the information provided on the Free Application for Federal Student Aid (FAFSA) and supplemental documents. Students who believe they will need financial assistance to attend LCAD and who meet the eligibility requirements are encouraged to apply for aid. Financial aid awards are made for one academic year and must be reapplied for each subsequent year.

To receive need-based financial aid from LCAD, the applicant must meet the following eligibility criteria:

1. Be accepted for enrollment as a matriculating student.
2. Be a U.S. citizen or eligible non-citizen.
3. Maintain measurable satisfactory academic progress according to the standards and practices established by LCAD while enrolled.
4. Not owe a refund on or be in default of any Title IV loan previously received for attendance at any postsecondary institution.
5. Be in compliance with Selective Service regulations.

APPLICATION PROCEDURES
To be considered for any type of need-based aid at LCAD, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

LCAD INSTITUTIONAL GRANTS AND SCHOLARSHIPS
LCAD’s scholarship fund is comprised of money generously provided by individual donors, outside organizations, alumni and the College.

FEDERAL GRANTS
LCAD participates in three federally funded grant programs: the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) programs.

A grant is gift aid that does not have to be repaid as long as the student continues to meet all of the eligibility requirements.

CALIFORNIA STATE GRANTS
LCAD is eligible to participate in the Cal Grant A and Cal Grant B programs that are funded by the state of California and administered by the California Student Aid Commission. All financial aid applicants who are California residents and U.S. citizens or eligible non-citizens are encouraged to apply for one of the Cal Grant programs. The annual deadline to apply for these grants is March 2. In order to apply for a Cal Grant you must complete the FAFSA by March 2 and send in a GPA Verification Form to the California Student Aid Commission (CSAC) by March 2. LCAD will send GPA verifications for current LCAD students who request the verifications. Verifications will be sent to CSAC electronically. If a student has not completed 24 units at LCAD, they must request that their previous institution send their GPA verification.
FEDERAL WORK-STUDY
The federal government funds Federal Work-Study (FWS), with some matching LCAD funds. Employment is limited to on-campus jobs, except for certain community-service jobs. FWS enables you to earn part of your financial aid award through part-time employment on campus. To participate, you must be eligible for and be awarded a FWS award as part of the financial aid package. In order to be awarded FWS, you must attend the FWS student meeting at the beginning of each semester. FWS students are paid $11 an hour.

DIRECT LOAN PROGRAM (DL)
The Direct Stafford Loan Program consists of low-interest subsidized and unsubsidized loans funded by the federal government. Loans are available to undergraduate, graduate, and professional students who are U.S. citizens or permanent residents. Loan repayment begins six months after graduation or dropping below half-time enrollment.

DIRECT SUBSIDIZED STAFFORD LOANS FOR UNDERGRADUATE STUDENTS
This is a long-term, low-interest federal loan. Subsidized means the interest is paid by the Federal Government while the student is in school at least half-time or during the grace period. This is a need-based loan as determined by the FAFSA information. This loan must be repaid. The maximum aggregate loan amount allowed is $23,000 for undergraduate studies. The yearly maximum amount of this loan is based upon your class standing. Please see the Financial Aid Chart for a breakdown of class standing and yearly loan amounts.

DIRECT UNSUBSIDIZED STAFFORD LOANS FOR UNDERGRADUATE STUDENTS
This is a long-term, low-interest federal loan. Unsubsidized means the student is responsible for the interest on the loan instead of the Federal Government. Interest payments can be capitalized, which means they will be deferred with the principal while the student is in school. This interest amount will be added to the principal balance. This is a non-need-based loan as determined by the FAFSA information. This loan must be repaid. The maximum aggregate loan amount allowed is $31,000 for dependent students and $57,500 for independent students for undergraduate studies (less any Stafford/Direct subsidized borrowing). The yearly maximum amount of this loan is based upon your class standing and your dependency status. Please see the Financial Aid Chart for a breakdown of class standing and yearly loan amounts.

FINANCIAL AID CHART
CLASS STANDING
Freshmen 0–27 units completed
Sophomore 28–60 units completed
Junior 61–93 units completed
Senior 94–122 units completed

ANNUAL LOAN LIMITS
Direct Stafford Subsidized Loans
Freshmen $3,500
Sophomore $4,500
Junior/Senior $5,500

DIRECT UNSUBSIDIZED STAFFORD LOAN
(Less Any Direct Stafford Subsidized Loans Awarded)
Freshmen $5,500
Sophomore $6,500
Junior/Senior $7,500

ADDITIONAL UNSUBSIDIZED FUNDING
(For Independent Students and Students whose parents are denied a PLUS loan)
Freshmen/Sophomore $4,000
Junior/Senior $5,000
DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)
The PLUS loan program is available to parents of dependent students and has a fixed rate of 6.84%. These serve as a supplemental source of money to parents on behalf of their dependent son or daughter. Plus loans, unlike the Federal Stafford Loan program, are subject to credit approval by a lender and repayment begins within 60 days of full disbursement, although deferments are available if the student is currently enrolled at least half-time. If the parent’s credit is denied the student may be eligible for additional Direct Unsubsidized Stafford loans. There are no aggregate loan limits. This loan is in the parent’s name.

DIRECT SUBSIDIZED STAFFORD LOANS FOR POSTBACCALAUREATE STUDENTS
This is a long-term, low-interest federal loan. Subsidized means the interest is paid by the Federal Government while the student is in school at least half-time or during the grace period. This is a need-based loan as determined by the FAFSA information. This loan must be repaid. The maximum aggregate loan amount allowed is $23,000 and takes into account loans taken out for undergraduate studies. The maximum amount that can be borrowed per academic year is $5,500.

DIRECT UNSUBSIDIZED STAFFORD LOANS FOR POST-BACCALAUREATE STUDENTS
This is a long-term, low-interest federal loan. Unsubsidized means the student is responsible for the interest on the loan instead of the Federal Government. Interest payments can be capitalized, which means they will be deferred with the principal while the student is in school. This interest amount will be added to the principal balance. The current interest rate is 4.29%. This is a non-need-based loan as determined by the FAFSA information. This loan must be repaid. The maximum aggregate loan amount allowed is $31,000 for dependent students and $57,500 for independent students for undergraduate studies (less any Direct Subsidized borrowing) and takes into account loans taken out for undergraduate studies. The maximum amount that can be borrowed per academic year is $7,500 for dependent students and $12,500 for independent students (less any Stafford/Direct subsidized borrowing).

DIRECT UNSUBSIDIZED STAFFORD LOANS FOR GRADUATE STUDENTS
This is a long-term, low-interest federal loan. Unsubsidized means you are responsible for the interest on the loan instead of the Federal Government. Interest payments can be capitalized, which means they will be deferred with the principal while you are in school. This interest amount will be added to the principal balance. The current interest rate is 5.84%. This is a non-need-based loan as determined by the FAFSA information. This loan must be repaid. The maximum aggregate loan amount is $138,500 for undergraduate and graduate studies combined (less any Stafford/Direct subsidized borrowing). The maximum amount that can be borrowed per academic year is $20,500. This loan must be repaid. The maximum aggregate loan amount is $138,500 for undergraduate and graduate studies combined (less any Stafford/Direct subsidized borrowing). The maximum amount that can be borrowed per academic year is $20,500.

DIRECT GRADUATE PLUS LOAN
A federal PLUS loan that has a fixed interest rate of 6.84% is available for graduate students. The borrower may request an amount up to the cost of education minus other financial aid. Repayment begins within 60 days of full disbursement, although in-school deferments are available. The student must have no adverse credit history. There are no aggregate limits.

DEPARTMENT OF VETERAN AFFAIRS (DVA) EDUCATIONAL ASSISTANCE
All degree programs offered at LCAD are approved by the California State Approving Agency for Veterans Education. These benefits are available to veterans, to children of certain deceased or disabled veterans, and sometimes to the spouse of a veteran. Application for benefits may be made through any DVA regional office or through the Financial Aid office. If a student’s cumulative GPA drops below 2.0 for two consecutive semesters, the student will be disqualified from the program at LCAD, the Department of Veteran Affairs will be notified, and all benefits will cease. Students are limited to two independent-study courses, which can count toward their program objective. During the student’s first two semesters, LCAD will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran’s or eligible person’s duration of the course proportionately, and notify the DVA and student accordingly.
ALTERNATIVE LOANS
Alternative loans, or private loans, help bridge the gap between federal and state aid awarded to the student and the actual cost of education. Private lenders offer private loans and there are no federal forms to complete. Eligibility for private student loans often depends on your credit score. These loans are in the student’s name, although most students require co-signers in order to meet the credit criteria for most lenders. LCAD will work with any lender that the student chooses.

LCAD INSTITUTIONAL AID
Institutional Scholarships and Grants are offered to all students applying for admission to LCAD. Students may be required to present a portfolio that represents their best work to be judged by an admissions scholarship committee as part of the application process. Recipients receive up to $28,950 annually towards tuition costs for the duration of their four-year BFA program, provided they stay in good academic standing (maintain Satisfactory Academic Progress and a minimum term GPA of 2.0), have no incompletes on academic record, and enroll in at least 9 units each semester. Although some institutional aid may require that you stay enrolled in at least 12 units (fulltime). If you have questions about your institutional aid please contact the Financial Aid Office via email at financialaid@lcad.edu.

OTHER SCHOLARSHIPS AND GRANTS
The Office of Financial Aid creates an Outside Sources of Financial Aid document each fall. This document contains information regarding private scholarships, search engines, and other information to help you in your search for funding your education. The document is available on the LCAD website, as well as from the Office of Financial Aid and Student Services. Ultimately, the best resource for finding additional private scholarships and grants is the Internet. You are encouraged to utilize this resource and to seek out private scholarships and grants. If you have any further questions regarding financial aid or the financial aid process, please contact our Financial Aid office at (949) 376-6000, or via email at financialaid@lcad.edu.

SATISFACTORY ACADEMIC PROGRESS
All degree-seeking students must make Satisfactory Academic Progress (SAP) toward earning a degree as stipulated in the charts below to receive financial aid at LCAD. The below requirements are composed of both federal policy and LCAD institutional policy. Financial aid includes federal grants, work and loan programs, state grant programs and all institutional scholarships. The student must either achieve good SAP status or file a successful appeal to regain eligibility.

SAP EVALUATION
SAP is first calculated at the end of the spring semester following the student’s first term of enrollment as a regular degree-seeking student and annually at the end of the spring semester thereafter. SAP is also calculated at the point when a continuing student applies for aid for the first time. Both qualitative (cumulative GPA) AND quantitative (units attempted and earned) progress is measured regardless of enrollment status. These measurements apply to ALL hours attempted and recognized by LCAD for degree consideration from all institutions.

QUALITATIVE EVALUATION 1:
MINIMUM CUMULATIVE GPA DEGREE
CERTIFICATE 2.00
BFA 2.75
POST-BACCALAUREATE 2.00
MFA 3.00

QUANTITATIVE EVALUATION 1:
MINIMUM COMPLETION OF ATTEMPTED UNITS PER ACADEMIC YEAR
DEGREE ALL PROGRAMS
Minimum % of total units successfully completed 67% each academic year (units earned divided by units attempted)
QUANTITATIVE EVALUATION 2:
MAXIMUM TOTAL UNITS THAT CAN BE ATTEMPTED TO COMPLETE A PROGRAM

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>CERTIFICATE</th>
<th>BFA</th>
<th>POST BACCALAUREATE</th>
<th>MFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units needed to complete the program</td>
<td>79</td>
<td>122</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Maximum total units to be attempted</td>
<td>118</td>
<td>183</td>
<td>45</td>
<td>90</td>
</tr>
</tbody>
</table>

(150% of the specific degree programs published length)

- Students meeting the standards above at the time of calculation will be considered in good SAP standing.
- Students who do not meet the requirements shown above will be put on SAP probation and are notified that they are not making satisfactory progress toward their degree and are given one academic year to become compliant. If, after the next academic year, the student is once again not making progress or has not graduated, his/her financial aid will be suspended.
- Rules are applied uniformly to all students for all periods of enrollment whether or not aid has been received previously.
- Students who are returning to the College after being on SAP suspension will have their record reviewed by the Financial Aid Office upon re-entry. A student must meet SAP requirements to get financial aid.
- Eligibility for financial aid is re-established after a student improves his/her academic record to meet the minimum standards or an appeal due to unusual and/or mitigating circumstances is approved.
- Students are responsible for knowing the SAP eligibility criteria and their status at the end of each term. They may contact the Financial Aid Office if questions arise.

UNITS ATTEMPTED AND UNITS EARNED
- To successfully complete units in general education courses, the student must receive a grade of “D” or better, or “P” in a pass/fail course. To successfully complete units in Art Studio courses, as well as English Composition and Critical Reasoning courses, the student must receive a grade of “C” or better. Grades “NP,” “I,” and “RD” do not count as successful completion of units until replaced by a passing grade.
- Courses transferred from other institutions will be counted toward the maximum total units attempted to complete degree requirements.
- If the student registers for a class but drops it by the Add/Drop Deadline, it does not count as units attempted. Any classes that are dropped after the Add/Drop Deadline but before the Withdrawal deadline will result in the grade of “W” and will count as units attempted and not completed. Grades of “W” do not affect the student’s GPA.
- Repeated courses are counted as both units attempted and units completed for SAP purposes and the GPA will only reflect the highest grade.
- Remedial courses are not counted as units attempted or units completed, and they have no affect on GPA.
- Audited Courses are not counted as units attempted or units completed, and they have no affect on GPA. They are also not counted for enrollment purposes.
- If it becomes mathematically impossible for a student to complete his program before he reaches the maximum allowable number of units attempted, then he will be disqualified from receiving financial aid.
- Failed courses will count as units attempted and not as units earned.

CHANGES IN MAJOR
A change in your major does not extend eligibility for financial assistance.

STUDY ABROAD
All credit hours applicable to the current degree program attempted during Study Abroad terms will count as both units attempted and units earned.

STUDENTS SEEKING ADDITIONAL LCAD DEGREES IN DIFFERENT PROGRAMS AT THE SAME LEVEL
If a student has already earned a degree from LCAD and returns to earn another degree in a different major, the SAP requirements will be exactly the same as for any transfer student (units transferred in will count as units completed and units attempted).
ENTERING STUDENTS
Students with no enrollment history in a degree program at LCAD will enter on SAP good standing and will qualify for aid if otherwise eligible. All work accepted for transfer by LCAD will be included in the SAP calculation.

RETURNING STUDENTS
All returning students will re-enter at the SAP status earned at the end of their last LCAD enrollment. Students cannot reestablish eligibility simply by taking terms off from LCAD.

PROBATION AND SUSPENSION
All students who fail to maintain SAP will be placed on SAP probation for the following academic year. During this time, they will remain eligible for financial aid. If good SAP status is not achieved by the end of the academic term their eligibility will be suspended.

APPEALS AND REINSTATEMENT
• SAP Suspension may be appealed if unusual and/or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member; the death of a student’s relative; student activation for military service; or other circumstances as deemed appropriate for consideration by the Academic Standing Committee consisting of two Deans, the Registrar, and the Director of Financial Aid.
• The student must submit an appeal on the official LCAD Appeal Form to the Financial Aid Office by July 1. Appeal forms are available on the LCAD web site or in the Financial Aid Office. The appeal must explain the special circumstances that led to the student not meeting SAP requirements. The Academic Standing Committee will review the appeal and the student will receive a response within two weeks from the date of submission.
• The Academic Standing Committee’s decision result will be sent to the student by postal mail and by electronic mail.
• Students that have their appeal approved have one semester to meet SAP requirements or they will be suspended from financial aid. During their approved appeal semester, they will be eligible to receive financial aid.
• Appeal approvals will not result in retroactive funding.
• Academic Standing Committee decisions are final and cannot be appealed to another source.
• At the end of each semester, the Financial Aid Office will evaluate students who have been suspended from financial aid. Once a student again meets SAP requirements, their financial aid will be reinstated. The student will be eligible for Pell and SEOG for the payment period in which the student resumes SAP. The student will be eligible for federal loans for the entire period of enrollment in which the student resumes SAP.

STUDY ABROAD POLICY
Students may use their aid to study abroad for a maximum of one semester. Students who study abroad are not eligible to receive any institutional funds (LCAD Institutional Grant, LCAD Grant, and any other funds awarded by the LCAD Scholarship Committee) during their time abroad.

Here is a summary of general study abroad policies:
• A 30-unit residency must be completed at LCAD before going abroad.
• Mandatory senior year in residence at LCAD.
• No institutional grant will be awarded during residency abroad.
• Student may use their federal and state aid while abroad.
• Student must complete the Study Abroad Expense Budget Form in the Financial Aid Office to get their aid approved.
• Students must have the proposed course of study approved by the appropriate chair before going abroad.
Florence Academy Study Abroad Policies:

- 30-unit residency requirement prior to going to Florence.
- Mandatory senior year in residence at LCAD.
- No institutional grant will be awarded during residence at the Florence Academy.
- Student may use their federal and state aid while abroad.
- Financial aid will not be processed by LCAD for more than 25% of undergraduate program abroad (1 year abroad).
- Students are aware that a year of study abroad will likely slow their process toward a degree.
- Participation in the Florence Academy program is subject to a portfolio review.
- Students interested in participating in the Florence Academy program must have a minimum 2.5 GPA.
- Student must complete the Study Abroad Expense Budget Form in the Financial Aid Office to get their aid approved.
- Students must have the proposed course of study approved by the appropriate chair before going abroad.
GENERAL INFORMATION AND CAMPUS POLICIES

ACCREDITATION
LCAD is fully accredited by both the National Association of Schools of Art and Design (NASAD) and the Western Association of Schools and Colleges (WASC).

ALCOHOL AND ILLEGAL SUBSTANCE POLICY
It is the policy of LCAD to provide a healthy, safe and productive workplace for all employees and the entire student body. The college has created this Alcohol and Drug Policy to prohibit the manufacture, sale, purchase, transporting, furnishing, possessing, of intoxicating liquor or illicit drugs by students and employees on College property or at any College sponsored student activity or event. Any student, regardless of age, performing any of the above, will be subject to disciplinary action under the Code of Conduct and may face local, state and federal charges.

There are times that the College may choose to serve alcohol at a school-sponsored event either on- campus or at events off-campus connected to the LCAD Gallery, Institutional Advancement, Alumni Relations, Graduate or Non-Traditional Student Programs, etc. In this case, the event will be monitored by College administration and will follow the local and state rules in the distribution of alcohol. All students in attendance must abide by local, state and federal regulations related to the possession and consumption of alcohol. Students will also be held accountable as it relates to the College Code of Conduct.

Consistent with the Drug-Free Schools and Communities Act (DFSCA) of 1989, enacted by the federal government, the policies and procedures apply to all members of LCAD and to all LCAD sponsored events and activities that occur on and off-campus. In addition, employees and students are reminded that LCAD considers it the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal laws controlling drug and alcohol possession, use, or distribution.

State Laws:
Below is a brief summary of Federal and California State Laws regarding Liquor Law and Drug Violations. Violation of the statutes below constitutes a misdemeanor and in some cases, a felony with a monetary penalty and/or mandatory community service and possible incarceration.

- Drug laws: The violation of laws prohibits the production, distribution, and/or use of certain controlled substances and the equipment or device utilized in their preparation and/or use.
- It is unlawful to cultivate, manufacture, distribute, sale, purchase, use, possess, transport or import any controlled drug or narcotic substance. These drugs include but are not limited to opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics, which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person, regardless of age, performing any of the above, will be subject to disciplinary action under the Code of Conduct and may face local, state and federal charges.
- It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (CA B&P Code 25658a and b)
- It is unlawful to sell alcoholic beverages any place in the state without a proper license from the Department of Alcoholic Beverage Control. (CA B&P Code 23301)
- It is unlawful for any person to drink while driving (Vehicle Code 23220) or to have an open container of an alcoholic beverage in a moving vehicle as a driver or passenger. (Veh. Codes 23222 and 23223)
- Individuals with a blood alcohol level of .08 or higher, a driver is presumed to be under the influence of alcohol. (Veh. Code 23152; sanctions vary with number and type of offenses but can include suspension or loss of driving privileges, alcohol education program and mandatory imprisonment with fine)
- It is unlawful for any person under the age of 21 who has a blood alcohol level of .01 or greater to drive a vehicle. (“The Zero Tolerance Law” - Veh. Code 23136; blood alcohol level of .05 or greater- Veh. Code 23140; sanctions vary with number and type of offenses but can include suspension or loss of driving privileges and alcohol education program)
- It is unlawful to operate a bicycle on a highway while intoxicated. (Veh. Code 21200.5; this law provides that bicyclists enjoy the same rights and are subject to the same regulations as motor vehicle operators)
• It is unlawful to be intoxicated and disorderly, defined as being in a condition where you are unable to exercise care for your own safety or the safety of others, or if you interfere or obstruct any street, sidewalk, or public way. (“Disorderly Conduct” - CA Penal Code 647f)
• It is unlawful for a person under the age of 21 to possess or present fraudulent evidence of age and identity in order to obtain alcohol and unlawful to transfer any form of identification for the purpose of falsifying age in order to secure alcoholic beverages. (CA B&P Code 25661)

College Sanctions:
Those found in violation of LCAD’s alcohol and drug policy in accordance with state and federal drug and alcohol laws will follow the outline of LCAD’s Code of Conduct and Disciplinary Action. Possible sanctions of those found in violation are listed below:
• Permanent dismissal from the College, which may include permanently barring the student from the College premises;
• Suspension, which may include barring the student from the College premises;
• Restricting the student's right to participate in one or more College activities;
• Probation; or
• Such other sanctions as the Committee determines appropriate

Biennial Review:
LCAD complies with regulations that state institutes of Higher Education conduct a review of its Alcohol and Drug program to determine effectiveness and the consistency of sanction enforcement. It is also conducted to identify and implement any necessary changes.

Health Risks:
In addition to being a violation of the LCAD Code of Conduct, the use of alcohol and drugs can adversely affect one's health and severely impacts one’s ability to achieve academic success. Long-term use of alcohol and drugs can also affect you in a variety of ways including but not limited to:
• Mental Disorders such as Depression, Anxiety, Memory Loss and Alcohol and Drug Dependency
• Certain forms of cancer
• Heart and Circulation Complications including High Blood Pressure, Stroke, etc.
• Osteoporosis
• Sexual Health including impotence and infertility
• Risk of birth defects
• Kidney Disease
• Liver Diseases including Cirrhosis

College Resources:
If you think that you have a problem with drugs or alcohol and would like to talk to someone, please stop by the Student Life Office or School Counselor. These offices can provide you with someone with whom you may speak with confidentiality as well as a list of current resources and referrals to assist you. LCAD is committed to creating an environment for its students and employees free of drug and alcohol abuse. We provide counseling support or referral for those with drug- and alcohol-related issues. LCAD’s concern for the individual, however, must be balanced with its need to provide for the safety and well being of the community as a whole.

Local Resources:
National Council on Alcoholism and Drug Dependence - Orange County (NCADD – OC) / Community Alliance Network (CAN) CAN is the prevention arm of NCADD-OC and is dedicated to creating and implementing prevention strategies that reduce underage drinking. They can be reached at (949) 595-2288.

Alcohol and other drug impaired driving: Community Service Programs: Positive Actions Toward Health (CSP/PATH): CSP–PATH is a community-based prevention project that aims to create safe and healthy communities by reducing problems associated with alcohol and other drug (AOD) impaired driving. They can be reached at (949) 757-1096
Prescription & Over-the-Counter Drug Abuse: Community Service Programs: Positive Actions Toward Health (CSP/PATH) CSP~PATH is a community-based prevention project that aims to create safe and healthy communities by reducing problems associated with prescription and over-the-counter (Rx/OTC) drug use.

The Canyon Club in Laguna Beach: Located at 20456 Laguna Canyon Road in Laguna Beach. The mission of The Canyon Club is to support the recovery and rehabilitation of alcoholics. To that end, The Canyon Club provides a facility for Alcoholics Anonymous and Al-Anon meetings, as well as a variety of educational, recreational, social and other activities and events that support the Clubs mission. The Canyon Clubs doors are open to anyone who needs help or knows someone who does. Please visit www.canyonclub.org for more information or call (949) 497-1823.

ANIMALS ON CAMPUS

Pets
Pets are not allowed on campus, in classrooms or in the administration buildings. Service animals may be allowed on campus as part of a reasonable accommodation for a disability as required by the Americans with Disabilities Act (ADA). See below.

Service Animals

LCAD seeks to accommodate qualified persons with disabilities who need the assistance of service animals. The College is also mindful of the health and safety interests of the general campus community. This policy is aimed at meeting the needs of the LCAD community. Success requires the cooperation of faculty, staff, students and visitors.

Service animals are permitted in LCAD buildings and classrooms if they meet the ADA definition of “any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruder or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.”

Students requesting accommodation for a disability that includes a service animal must contact the Disability Coordinator, Lisa Villanueva at lvillanueva@lcad.edu. All service animals must be registered with the Disabilities Office.

Requirements of service animals and their owners include:

- Animals need to be immunized against rabies and other diseases common to that type of animal. Vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- Dogs must be licensed per state or county law.
- Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Animals must be in good health.
- Animals must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- Reasonable behavior is expected from service animals while on LCAD property.

The owners of disruptive and aggressive service animals may be asked to remove them from the LCAD campus. If the improper behavior happens repeatedly, the service animal will be prohibited from entering classrooms, buildings or being on campus until the owner takes significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of all animal waste.
Emotional Support Animals
Emotional support animals are not service animals because they are not individually trained to perform work or tasks related to a disability. Emotional support animals are not allowed on campus at any time.

COPYRIGHT INFRINGEMENT
Materials students may wish to download, such as movies, music, software, games, sound recordings, lyrics, etc., are protected by copyright. Copyrighted works may not be copied, sold, distributed, displayed, performed publicly, or used to create new works without the owner's permission. The "Fair Use" exception allows copying; displaying or performing copyrighted works under certain circumstances. News reporting, parodies, and educational or other nonprofit activities often are considered fair use. Downloading or uploading files from the Internet and file sharing is a violation of law if not fair use or done without the copyright owner's permission and may result in civil and/or criminal penalties.

It is the intention of LCAD to adhere to the provisions of the US Copyright Law. Almost everything in print and most of what you find online is copyrighted material. This is true for all material on the LCAD website and for all material that you access through the LCAD Proxy Server. The Library contracts with several database publishers and vendors to provide resources to LCAD students and faculty for educational use only. They are made available at no charge to you, but are subject to the conditions of the licensing contracts between LCAD and the publishers. Copyright laws are complicated, particularly as they relate to educational and fair use. Please consult the librarian if you have questions about compliance with the law.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY
LCAD is an equal opportunity employer and educator. LCAD does not discriminate on the basis of pregnancy, childbirth, breastfeeding or related medical conditions, race, religion (including religious dress and grooming practices), color, gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, age, medical condition, physical or mental disability, genetic characteristics or any other protected category under Federal, State or local law in the administration of its student admissions, employment, access to programs, or administration of educational policies. LCAD will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or fundamentally alter the nature of the service, program or activity. (REMOVE THIS: LCAD 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)

Unlawful discrimination may include, but is not limited to, engaging in the following behavior:

- Threatening the physical safety of any member of the LCAD community;
- Creating and/or contributing to an educational culture that is hostile to any LCAD member;
- Discriminating against another person or persons; or
- Inflicting physical, emotional or mental injury to, or provoking a violent response from, a reasonable person.

Students with questions regarding this policy or believed instances of discrimination should contact the LCAD Title IX Coordinator, Helene Garrison, V.P. of Academic Affairs at hgarrison@lcad.edu. The College will not retaliate against anyone for filing a complaint made in good faith and will not knowingly permit retaliation by management, faculty, staff or students.

FERPA PRIVACY ACT
Student records are protected by FERPA (Family Educational Rights and Privacy Act).
FERPA STUDENT RIGHTS WITH RESPECT TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records.

These rights include:

1. **The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day LCAD receives your request for access.** You should submit any such request to the Registrar’s Office in writing, identifying the records you wish to inspect. The Registrar’s Office will make arrangements for access and notify you of the time and place where the records may be inspected. Records that are customarily open for student inspection will be accessible without written request.

2. **The right to request the amendment of your education records if you believe them to be inaccurate.** You should submit any such request to the Registrar’s Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate.

   The Registrar’s Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. **The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.** One such exception permits disclosure to “school officials” with “legitimate educational interests.” A “school official” is any person employed by LCAD in any administrative, supervisory, academic or research, or support staff position; any person or company with whom LCAD has contracted to provide a service to or on behalf of LCAD (such as an attorney, auditor, or collection agent); any person serving on LCAD’s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill the official’s professional responsibility.

   Another such exception permits LCAD to disclose your “directory information” consisting of your name, e-mail address, telephone number, photograph, major field of study, enrollment status (e.g., undergraduate or graduate; freshman, sophomore, junior, or senior; first-year, second-year, or third-year), dates of attendance, anticipated degree and degree date, degrees, honors, and awards received, and most recent educational institution attended. Students who wish to have their directory information withheld must notify the Registrar’s Office in writing. (Please note that such a notification will prevent LCAD from providing your directory information to your friends, prospective employers, arts organizations, and others with whom you may wish us to share such information, so make your decision carefully.) You may give such notification at any time, but it will be effective only prospectively.

   Upon request, LCAD also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by LCAD to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

FIELD TRIP

Field trips and off-campus tours of galleries and working studios, and other College-related off-campus activities, are part of the educational experience at LCAD. Each student must sign a waiver for each off-campus trip (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 Student Code of Conduct applies to all College events both on- and off-campus.
LOST AND FOUND
LCAD does not assume responsibility for loss or damage to students' personal property. If you find that an item has been misplaced, it is best to check first with the faculty member in the area where the article was last seen. Lost articles are sometimes turned in to the receptionist at the front desk of the Administration Building. LCAD does not assume responsibility for any portfolio that is left on the premises for more than one week after a portfolio review has taken place. Items brought to the Lost and Found will be held for one month and then disposed of if they are unclaimed and ownership cannot be determined.

MAIL
Students are not allowed to use any LCAD address as a mailing address.

PHOTOGRAPHY OF MODELS
No photography of nude models is allowed in/at any LCAD event/course at any time without written consent of the model, instructor and Vice President of Academic Affairs.

POLICY AGAINST UNLAWFUL HARASSMENT
The College aims to provide an education environment that is free of harassment. Harassment by an employee, student, third party, contractor, visitor, student from another school, or vendor is strictly prohibited as a rule, but especially on the basis of the various characteristics listed in the Equal Opportunity and Non-Discrimination Policy above.

Unlawful harassment is a form of misconduct that undermines the integrity of the academic environment. 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 unlawful harassment. Unlawful 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 forms of unlawful 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:

- As a condition of an individual's employment, academic status, or progress.
- As the basis of employment or academic decisions affecting the individual.
- 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.
- As a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the College.

Any complaints or inquiries regarding unlawful harassment of a student by an officer, faculty member, or staff member should be brought to the immediate attention of the Human Resources Manager, Caroline Carlson at ccarlson@lcad.edu. Any complaints or inquiries regarding unlawful harassment of a student by another student should be brought to the immediate attention of the Title IX Coordinator, Hélène Garrison, Vice President of Academic Affairs at hgarrison@lcad.edu.

PORNOGRAPHIC MATERIAL
LCAD prohibits students from displaying, possessing or viewing any material deemed pornographic in nature.

SMOKING
Smoking is prohibited in campus buildings and near outdoor public spaces. The dry canyon wilderness poses a severe fire hazard near the campus. Students must extinguish cigarettes in trays provided at all designated smoking areas. Individuals who violate College, city, or state regulations may be subject to heavy fines as well as disciplinary action. All students, residents, guests, and visitors must observe the non-smoking policy.

The Main Campus designated smoking area is located at Main Campus near the Staff parking lot at the corner of Laguna Canyon Road and the property line fence. The Big Bend Campus designated smoking area is located in the parking lot near the picnic benches on the gravel area.
WEAPONS POLICY
The College prohibits the possession, display or use of any weapons of any description including air-powered weapons on campus. California Penal Code 626.9 and 626.10 specifically prohibit the possession of firearms, including pellet and BB guns, on College property. Violators of this policy are considered a threat to the academic community and are subject to immediate dismissal from the College.
LCAD CODE OF CONDUCT AND DISCIPLINARY POLICY

POLICY STATEMENT
All members of the Laguna College of Art + Design (LCAD) community seek to work and study in a productive and supportive environment in which each person’s behavior is governed by respect and for individuals and their property, for LCAD academic and institutional rules, and for the laws of the land. When incidents and disputes arise it is important to have established procedures to ensure a prompt, fair process and an appropriate outcome.

This LCAD Code of Conduct is established to clarify and regulate certain standards of behavior and the procedures when violations of such standards are alleged. All students and all organizations and groups affiliated with LCAD shall behave in compliance with this Code of Conduct or face disciplinary sanctions that are listed in this policy.

POLICY AND JURISDICTION
In regards to student disciplinary issues and the Code of Conduct, it is the policy of LCAD to comply with all laws of the United States, California, Orange County and Laguna Beach, to adhere to all regulations and guidelines of the U.S. Department of Education, the California Department of Education, the California Council for Private and Post-secondary Education, the Western Association of Schools and Colleges and the National Association of Schools of Art and Design. It is the duty and responsibility of all students to acquaint themselves with all provisions of the Code of Conduct and particularly with rules and regulations pertaining to personal conduct. The Code of Conduct may be amended at any time by authority of the Vice-President of Academic Affairs/Chief Academic Officer of LCAD.

Students at the College receive the Code of Conduct every Fall and Spring Semester. Students will receive an electronic copy via e-mail to their LCAD email address and the Student Handbook can also be found on www.lcad.edu and www.my.lcad.edu. Hard copies of the Code of Conduct are also available upon request from the Office of Student Life. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

There is a 12-month time limit to report Code of Conduct violations. However, the longer one waits to report an offense, the more difficult it is for College officials to investigate the details of the complaint including statements, witness accounts and other important information and to make determinations regarding alleged violations. LCAD community members who are aware of a possible violation of the Code of Conduct are encouraged to report the complaint as quickly as possible to the Director of Student Life or by filling out the Student Complaint Form found on my.lcad.edu. If the case is related to sexual assault or harassment, please send a detailed complaint directly to the Title IX Coordinator, Dr. Hélène Garrison or by using the Student Complaint Form.

VIOLATION OF LAW AND LCAD DISCIPLINARY ACTION
College disciplinary proceedings may be instituted against a student charged with violation of a law, without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

In a situation where a breech of the Code of Conduct is also a violation of the law, the College may conduct an investigation whether or not the alleged is charged. Any investigation by the College is made separately from any local or state law enforcement and will follow the College’s own internal policy and consequences. Students should be aware that the student conduct process is different from criminal and civil court proceedings. The College will use the Preponderance of Evidence format (it is more likely than not that a policy violation occurred) when reviewing the case. If the student is found in violation, the sanctions will be corresponding to the severity of the violation and the overall conduct history of the student.

In a case where the student is facing a criminal investigation and/or complaint, the College reserves the right to exercise its authority of interim suspension. The suspended student has the right to request an immediate hearing by our Registrar to show why the interim suspension should be lifted. The interim suspension may be continued if the College determines there is an ongoing danger to an individual or the general community. It may also be continued if there is not sufficient time to investigate the case or while the College awaits further information from local or state authorities.
Students who are facing criminal charges may request to take a leave of absence from the College until the criminal charges have been resolved.

DESCRIPTION OF MISCONDUCT
Below is a sample list of prohibited conduct. Violations can be academic, social, criminal or civil in nature. Keep in mind that this is not an exhaustive list.

ACADEMIC VIOLATION
The list below contains examples of misconduct that are academic in nature and should be reported to the Vice President of Academic Affairs, Dr. Hélène Garrison.

A. Acts of dishonesty, including but not limited to the following:
   • Cheating, plagiarism, or other forms of academic dishonesty.
   • Furnishing false information to any LCAD official, faculty member, or office.
   • Forgery, alteration, or misuse of any LCAD document, record, or instrument of identification.
   • Receiving or attempting to receive Financial Aid through misrepresentation, furnishing false information, forgery, alteration, or fraud.

B. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other LCAD activities, including its public-service functions on or off campus, or other authorized non-LCAD activities.

C. Creation of a hostile environment that effects the learning environment.

D. Theft or other abuse of computer systems or equipment, including but not limited to:
   • Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   • Unauthorized transfer of a file.
   • Unauthorized use of another individual’s identification and password.
   • Use of computing facilities to interfere with the work of another student, faculty member or LCAD official.
   • Use of computing facilities to send obscene or abusive messages.
   • Use of computing facilities to interfere with normal operation of the LCAD computing system.

TITLE IX, VAWA AND CLERY VIOLATION
The list below contains examples of misconduct that are related to Title IX, VAWA and Clery (sexual in nature) and should be reported to the Title IX Coordinator, Dr. Hélène Garrison.

E. Violations of the Violence Against Women Act (VAWA) including Sexual Assault, Dating Violence, Domestic Abuse and Stalking.

F. Physical abuse, verbal abuse, threats, intimidation, harassment (including sexual harassment), coercion and/or other conduct, which threatens or endangers the health or safety of any person.

G. Clery Crimes (Sexual)
   a) Rape
   b) Fondling
   c) Incest
   d) Statutory Rape

H. Clery Crimes and Hate Crimes with bias categories as follows:
   Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin and Disability.
   Crimes may include:
   a) Criminal Homicide
   b) Sex Offenses
   c) Robbery
   d) Aggravated Assault
   e) Burglary
   f) Motor vehicle theft
   g) Arson
   h) Larceny-theft
   i) Simple assault
j) Intimidation
k) Destruction/damage/vandalism of property

NON-ACADEMIC VIOLATION
The list below contains examples of misconduct not sexual or academic in nature that should be reported to the Director of Student Life, Douglas DaVee.

I. Tampering with the election of any LCAD recognized student organization or outcome of student events involving prizes and winnings.
J. Attempted or actual theft of and/or damage to property of LCAD or property of a member of the College community or other personal or public property.
K. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property.
L. Failure to comply with directions of LCAD officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
M. Unauthorized possession, duplication or use of keys to LCAD premises or unauthorized entry to or use of LCAD premises for you as an individual or your guests.
N. Violation of published or posted LCAD policies, rules or regulations.
O. Violation of federal, state or local law on LCAD premises or at LCAD sponsored or supervised activities.
P. Use, possession, or distribution of narcotic or other controlled substances except as permitted by law.
Q. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and LCAD regulations, or public intoxication on LCAD premises.
R. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on LCAD premises.
S. Conduct which is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on LCAD premises or at functions sponsored by, or participated in by, the LCAD.
T. Failure to comply with the regulation that requires all students to have their Student ID while at any LCAD location. Student must show ID if an LCAD Administrator requests to see it.
U. Abuse of the Code of Conduct and Student Disciplinary Policy and Procedure, including but not limited to:
   • Failure to obey the summons of the Student Conduct Committee or College Official.
   • Falsification, distortion, or misrepresentation of information before the Student Conduct Committee, a Presidential inquiry or appeal.
   • Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
   • Knowingly filing false allegations against a student.
   • Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct Committee or the appellate process.
   • Attempting to influence the impartiality of a member of the Student Conduct Committee prior to, and/or during the course of the proceeding.
   • Harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Committee or a witness prior to, during, and/or after the proceeding.
   • Failure to comply with the sanction(s) imposed under the Code of Conduct.
   • Influencing or attempting to influence another person to commit an abuse of the proceedings of the Student Conduct Committee.
   • Clery Crimes including:
     a. Criminal Homicide
     b. Robbery
     c. Aggravated Assault
     d. Burglary
     e. Motor Vehicle Theft
     f. Arson
COMPLAINT PROCESS
Laguna College of Art and Design takes very seriously complaints and concerns regarding the institution and community members. Any member of the LCAD Community can fill out the Complaint Form, which can be found at [my.lcad.edu](http://my.lcad.edu) or at all Reception Desks. Please direct the form to the appropriate individual below that best fits the category of your complaint:

- **Academic Concerns or Faculty Matters**
  - Dr. Hélène Garrison
  - Vice President of Academic Affairs
  - hgarrison@lcad.edu

- **Staff Concerns**
  - Caroline Carlson
  - Director of Human Resources
  - ccarlson@lcad.edu

- **Title IX, Clery (sexual in nature) and Violence Against Women Act (VAWA)**
  - Dr. Hélène Garrison
  - Title IX Coordinator
  - hgarrison@lcad.edu

- **Student Code of Conduct (non sexual and non academic in nature)**
  - Doug DaVee
  - Director of Student Life
  - ddavee@lcad.edu

INVESTIGATION OF COMPLAINT

A. Investigation of Complaint

The Lead Investigators listed above may conduct an initial investigation to determine if the complaint has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the appropriate Investigator. That Investigator shall have the power to require the accused student and any witness to the alleged violation to appear before him/her, and to collect evidence relevant to the charges. The Lead Investigator reserves the right to appoint a Secondary Investigator to do a more thorough investigation of the complaint who will proceed with the investigation by interviewing the involved parties, administrators, faculty and any witnesses. The findings will be given to the Lead Investigator in charge of the case to determine the next step. Administrative disposition, which occurs with the consent of the parties, shall be final and there shall be no subsequent proceedings or appeal.

If the initial investigation outcome declares the alleged student is not responsible for violating the Code of Conduct, the process will end. If the complaint is related to sexual misconduct or other discrimination complaints, the party that alleges a complaint can request that the Title IX Coordinator reopen the investigation. If student is found in violation of the Code of Conduct and the student accepts the findings within three days, the Lead Investigator will determine the sanction(s) for the misconduct and issue the sanctions to the student in writing. This is known as an “uncontested allegation”.

If the charges cannot be disposed of by mutual consent, or if the alleged student is found in violation and rejects the findings in whole or in part, then it is considered a “contested allegation” and the process moves to a formal hearing with the appropriate Conduct Committee. Each Committee will use the Preponderance of Evidence format (it is more likely than not that the accused committed the violation) to determine if the alleged student is in violation of the Code of Conduct. If student is found in violation, the committee will then provide their recommended sanctions to the Lead Investigator.
B. **Presentation of Charges to Student**
   All charges shall be formally presented to the accused student in written form stating what the student is accused of doing. A time shall be set for a hearing with the Student Conduct Committee, not less than five nor more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Lead Investigator.

C. **Failure to Meet for Presentation of Charges**
   An accused student who fails to meet with the Lead Investigator within three school days following receipt of notice of the charge without just reason waives the opportunity for a hearing. In such cases, the Investigator may find the accused student has committed the alleged act of misconduct and may impose sanctions against the student.

**STUDENT CONDUCT COMMITTEE**

A. **Formation of the Student Conduct Committee**
   A standing Student Conduct Committee shall be chosen at the beginning of each academic year and shall be finalized at the first Faculty Senate meeting of the new academic year.

B. **Impaneling the Student Conduct Committee**

   **Academic Misconduct Committee**
   Members Include:
   *Laura Patrick (Registrar), Chair of Department
   Appointed Faculty from another Department and
   Appeals Officer - Dr. Hélène Garrison

   **Conduct Committee for Title IX, VAWA and Clery (Sexual in Nature)**
   Members:
   *Doug DaVee (Director of Student Life),
   Laura Patrick (Registrar), Chris Brown (Director of Admissions and Financial Aid) and
   two appointed Faculty Members and
   Appeals Officer and Title IX Coordinator - Dr. Hélène Garrison

   **Code of Conduct (Non Academic and Sexual in Nature)**
   Members:
   *Laura Patrick (Registrar),
   Chris Brown (Director of Admissions and Financial Aid),
   Omar Safie (Director of Assessment) and
   two appointed Faculty Members and
   Appeals Officer - Doug DaVee and
   *Chair of Conduct Committee

C. **Disqualification of Committee Members**
   If a member of the Student Conduct Committee is filing the charge(s) against the accused student, is a material witness for or against the accused student, is related to the accused student, or has another conflict of interest as defined by the Student Conduct Committee, then that member of the Student Conduct Committee must disqualify him/herself from sitting on the Committee for this hearing. If that member of the Committee fails to disqualify him/herself, then, upon the request of the accused student, the Director of Student Life, or any other member of the committee, the group shall consider whether that member’s continued presence on the Committee for this hearing would be prejudicial or a conflict or interest. The Committee shall determine this issue by majority vote excluding the vote of the Committee member in question. If a member of the Committee is removed, the Vice-President of Academic Affairs/Chief Academic Officer shall replace that member with an administrative staff member or a faculty representative.
D. Committee Procedures

Within the context of the policies and procedures stated herein, the Chair of the Student Conduct Committee shall be responsible for compliance with the Committee’s procedures.

DISCIPLINARY SANCTIONS

The Student Conduct Committee shall have the right to recommend one or more of the following sanctions for misconduct to the Lead Investigator.

- A formal warning;
- Permanent dismissal from the College, which may include permanently barring the student from the College premises;
- Suspension, which may include barring the student from the College premises;
- Restricting the student's right to participate in one or more College activities;
- Probation;
- Such other sanctions as the Committee deems appropriate.

APPEALS PROCESS

A student has the right to appeal any action of the Student Conduct Committee to the appropriate Appeals Officer. Any such appeal shall be in writing, and should be delivered within ten (10) business days of such action.

If the student appeals the decision and/or sanctions of the Student Conduct committee, the Appeals Officer will meet with the student to determine the validity of the appeal and/or the potential presentation of new evidence. The Appeals Officer reserves the right to impanel an appeals committee comprised of three impartial individuals (faculty or staff) who were not involved in the previous proceedings. Individuals handling cases related to VAWA and Title IX are trained.

VAWA AND TITLE IX CASES

Please refer to the following website for the policies and procedures for cases that fall under these categories.


If you believe that your complaint warrants further attention after exhausting the steps above, you may contact the following:

The Western Association of Schools and Colleges (WASC)
For complaints about LCAD’s compliance with academic program quality and accrediting standards, an individual may direct their concerns to WASC. WASC is the academic accrediting body for the Laguna College of Art and Design http://www.wasc senior.org/comments

An individual may contact the Bureau for Private Postsecondary Education for review of all other types of complaints. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, http://www.bppe.ca.gov, telephone (916) 431-6924 and fax (916) 263-1897. The Bureau accepts all forms of complaints related to the College. More information about filing a complaint with the Bureau can be found on the links below.

http://bppe.ca.gov/enforcement/faqs.shtml
http://bppe.ca.gov/enforcement/complaint.shtml

Laguna College of Art + Design has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR34, Sections 600.9(b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify the Registrar at 2222 Laguna Canyon Road, Laguna Beach, CA 92651 or by phone at (949) 376-6000 x224. The Registrar can also be reached by e-mail at registrar@lcad.edu. This disclosure was last revised on 06/30/2015.

Information in this section was provided by the Association of Independent California Colleges and Universities. Compliant with HEA Title IV, CFR34, Sections 600.9 (a) (1) and 668.43 (b)§§§§
HEALTH, SAFETY AND EMERGENCY RESPONSE

CAMPUS SAFETY AND CRIME
Students should be vigilant regarding their personal safety and take care of their personal possessions. Crimes committed at any LCAD location should be first reported directly to the Laguna Beach Police Department (LBPD) by dialing 911. The LBPD and LCAD have a very good working relationship and are well informed as to our properties, special events, campus hours and will be notified when campus alarms are set off.

Campus crime or safety concerns should then be directly reported to the LCAD reception desk staff which will then be reported to the Laguna Beach Police Department (if not already contacted), other emergency personnel and appointed school officials. The LCAD after normal hours emergency telephone number is (949) 715-8034.

LCAD will work in conjunction with the Laguna Beach Police and Fire Departments and other State and Local Law Enforcement Agencies to maintain the safety and security of our campus community.

- 911 (If on campus, 911 calls will be directly routed to the LBPD)
- LBPD Non-Emergency: (949) 497-0701
- LCAD Emergency Line: (949) 715-8034

Confidential Reporting Procedures
LCAD does not have a confidential reporting procedure in place at this time.

Reporting Crimes to LCAD Administration
While the College encourages the entire LCAD campus community to promptly report all crimes and other emergencies directly to local law authorities, we understand that some may prefer to report to other individuals or College Officials.

The function of a Campus Security Authority (CSA) is to report allegations of Clery Act crimes that he or she concludes are made in good faith to local law enforcement personnel and/or to the Campus Title IX Coordinator, Director of Campus Safety or Director of Student Life. CSA's are appointed due to their involvement and significant responsibility for campus and student activities. A Campus Security Authority is not responsible for determining whether a crime took place, as that is the function of law enforcement personnel. They are also to report complaints, breaches of student code of conduct and any other criminal violations on campus to the Campus Title IX Coordinator, Director of Campus Safety or the Director of Student Life.

Any community member, who feels they have been subjected to or is aware of someone being subjected to a crime on campus or witnesses a threat and danger to property, is encouraged to report immediately to one of the following Campus Security Authorities.

- Title IX Coordinator: Dr. Hélène Garrison, Ext. 240
- Director of Student Life: Doug DaVee, Ext 245
- Resident Manager: Steve Mills, (509) 979-0151
- Director of Campus Safety: Jim Wooley, Ext. 296
- Director of Human Resources: Caroline Carlson, Ext. 287
- Campus Safety Officers: Bryan Heggie and Dave Beckett, (949) 715-8034
- Main Campus Receptionist, Linda Orem, Ext. 221
- Big Bend Campus Receptionist, Lisa Pelt, Ext. 239
- Administration Building Receptionist, Stacy Allen, Ext. 299
- MFA Coordinator, Sharon Flanders, Ext. 270
- Emergency Telephone Line (After normal business hours, but not 24 hours) (949) 715-8034

The CSA's are trained to also assist victims with notifying law enforcement if the victim so choose and to provide them with internal college complaint forms and procedures. Complainants may also decline to notify such authorities.
The person reporting the incident can also be referred to the Student Complaint Form, which can be found at my.lcad.edu.

The Director of Student Life, Vice President of Academic Affairs, and in some cases, Human Resources will analyze the case, determine next steps and govern disciplinary action using our Code of Conduct Policy and Student Conduct Committee.

**Crime Reporting and Timely Warnings to LCAD Community**

The Clery Act requires institutions to give timely warnings of crimes that represent a serious or ongoing threat to the college community. The institution is only required to notify the community of crimes, which are covered by the Clery statistics and reported to a CSA or local law enforcement and occurred in the specified geographic areas including on-campus, college owned or controlled non-campus property or on public property adjacent to the campus. We are committed to keeping the individual or individuals of alleged victims confidential when sending out warnings. The Director of Campus Safety or a designee will send out the timely warning notice.

LCAD places a high priority on keeping the community safe while on our campus. There are a few ways that have been put in place to inform the community of critical campus and community issues. Our emergency alert system, OMNILERT is the fastest way to communicate. A text message will be sent to the entire LCAD community alerting you of safety and other important events with any instructions and/or updates. It is important that you keep your phone number up to date by using Self Service. E-mail blasts to students, staff and faculty members will also be sent out. The message on our main telephone line will be changed indicating any instructions or updates. That number is (949) 376-6000.

Each fall and spring semester a test of our OMNILERT system is conducted to ensure that the community is receiving emergency notifications.

LCAD is committed to providing information to the entire community as soon as pertinent information is available. There are a variety of ways that the College may choose to send out this information and is determined on case-by-case situations.

The Timely Warning will include the following information:

- Time, Location and type of crime that occurred
- Information that promotes safety
- Allows information for individuals to protect themselves

Possible Ways to distribute Timely Warnings:

- Our emergency alert system, OMNILERT is the fastest way to communicate. A text message will be sent to the entire LCAD community alerting you of safety and other important events with any instructions and/or updates. It is important that you keep your phone number up to date by using Self Service.
- E-mail blasts to students, staff and faculty members may also be sent out.
- The message on our main telephone line may be changed indicating any instructions or updates. That number is (949) 376-6000.
- Posters
- College assemblies

**Emergency Response and Evacuation Procedures**

The Director of Campus Safety or a designee will be responsible for notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus. This notification can be all of or part of our emergency notification capability to include: e-mail, OMNILERT text notification, telephone alert, website alert, fire alarm evacuation or alert (specific building or entire campus), in person notification, bull-horn or other means.

LCAD will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
Campus Safety Officers are responsible for the confirmation that there is a significant emergency on campus. The Director of Campus Safety or in their absence, an appointed designee, will determine the content of the notification, and will initiate the appropriate campus notification system.

The Campus Safety Director will test the college emergency notification system each semester. It is highly encouraged that you update your contact information in self-service each semester.

The Campus Safety Director will file all information regarding scheduled drills and exercises. The Safety and Security Committee will follow through for assessment and evaluation for emergency plans and capabilities. The Safety and Security Committee will annually publicize emergency response and evacuation procedures and to document, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

An announced fire drill took place on April 7, 2016 at 10:00 a.m. on all campus locations. Staff is designated as Fire Wardens to ensure that buildings are properly evacuated and all campus community members are accounted for at the designated meeting locations.

Main Campus: South Parking Lot  
Big Bend: Gravel Area next to Parking Lot  
Senior Studios: Parking Lot in front of fence

EMERGENCIES
On campus and throughout Orange County, telephone 911 in any emergency. This central clearing number will route your call to the proper agency. It is a misdemeanor to call 911 in a non-emergency. A First-Aid kit is available in the Main Campus Administration Building, Big Bend and at South Campus for non-emergencies. A log is kept of all accidents. Please report any accident or emergency to College staff at the receptionist desk.

For a medical emergency on campus, notify the nearest faculty or staff member immediately. If the emergency is life-threatening (or if there is the slightest question) 911 will be called. If the accident or illness is obviously not life threatening but warrants medical attention, it is the policy of LCAD to send the individual to Saddleback Hospital Emergency Room. If the student does not have transportation LCAD will provide the cab fare.

MENTAL HEALTH AND STABILITY: STUDENT COUNSELING SERVICES
Professional, short-term individual counseling will be provided to assist students with problems that might occur while in school, such as those involving personal relationships, family issues, time and stress management, and disabilities. Students are assured privacy and confidentiality to the maximum amount permitted by law. Students are provided up to 10 counseling sessions per academic year. You may see the counselor by scheduling an appointment via counselor@lcad.edu.

Counseling hours for the fall 2016 semester
Wednesday from 12:00 to 7:00 p.m.  
Friday from 9:00 a.m. to 1:00 p.m.

MISSING STUDENT
The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy and procedures (20 USC 1092 (j), Section 488 of the Higher Education Opportunity Act of 2008). The following policy and procedures were established to assist in locating LCAD students living in our Residence Hall who based on facts and circumstances presented to LCAD Administration have been determined missing. It is required that students contact the Resident Manager on duty if they intend to spend +24 hours off campus and to notify all of their roommates. LCAD also requires students to exchange contact information with their suitemates. We strongly suggest students to exchange information with the rest of the LCAD Residence Hall, as well.

LCAD shall follow the notification procedures listed below for a missing student living in our Residence Hall.

- Anyone receiving or making a missing student report should contact the Director of Student Life at (949) 376-6000 x245 or by e-mailing ddaivee@lcad.edu
- If the student is under the age of 18, parent(s) or legal guardian will be contacted and advised immediately.
- Once the College receives a missing student report the following offices will be notified:
• Residence Hall students are required to submit an emergency contact listing at move-in. Such contacts and the Laguna Beach Police Department will be notified if student is absent for more than a 24 hour period without Residence Hall staff or roommate communication or is otherwise believed missing.
• Any Missing Student report indicating possible foul play will warrant LBPD notification immediately.
• Upon notification, LCAD will start an internal investigation of the missing student report and start the process of locating a student by conducting the following in any combination or order.
  o Assess overall situation
  o All Points Bulletin to all faculty and staff
  o Resident Advisors may be asked to physically search the Residence Hall
  o Administration to check security camera footage
  o Administration to physically check all campus locations
  o Research Social Media
  o Call the local hospitals
  o Administration will check Student ID activity
  o Administration will check official LCAD e-mail and computer usage activity
  o Inquire with Roommates about recent happenings, discussions or behaviors
  o Student Life Office may reach out to known friends, family, or faculty members for last sighting or additional contact information.

If the student is not a Residence Hall student, please report any missing student concerns directly to the Director of Campus Safety, Director of Student Life, Registrar or another member of the LCAD Administration. LCAD will notify the local authorities.

CLERY ACT CRIME STATISTICS
The federal government mandates through the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 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 crimes related to murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and arrests of those in violation of liquor law violations, drug related violations and weapons possession.

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 and Fire Report is prepared in cooperation with the local law enforcement agencies, Laguna Beach Fire Department and the Director of Campus Safety. In keeping with federal regulations, all colleges and universities are required to publish a report on campus crime and fire statistics. The statistics below are for all LCAD properties.

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 and Fire Report is prepared in cooperation with the local law enforcement agencies, Laguna Beach Fire Department and the Director of Student Life. In keeping with federal regulations, all colleges and universities are required to publish a report on campus crime and fire statistics. The statistics below are for all LCAD properties.

The LCAD Campus Safety Department maintains a daily crime/incidents log for all responses and occurrences on campus. Investigations conducted and reported on campus are reflected in this log without the presumption of guilt or innocence. The log is available for public inspection at all times at the Main Campus Reception desk.
## Clery Report: Criminal Offenses On-Campus

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## Criminal Offenses: On-Campus Housing Facilities

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## Criminal Offenses- Public Property

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### Hate Crimes On Campus
Includes Murder/non-negligent manslaughter, manslaughter by negligence, sex offenses both forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny--theft intimidation and Destruction/damage/vandalism of property.

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### Hate Crimes On Campus Housing
Includes Murder/non-negligent manslaughter, manslaughter by negligence, sex offenses both forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny--theft intimidation and Destruction/damage/vandalism of property.

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### Arrests On--. Campus Student Housing Facilities

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<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
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</tr>
</tbody>
</table>

### Arrests Public Property

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons, carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
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</table>

### Disciplinary Actions On Campus

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons, carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>10</td>
<td>4</td>
<td>1</td>
</tr>
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</table>

### Disciplinary Actions--- On Campus Housing Facilities

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons, carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>10</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

### Disciplinary Actions Public Property

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons, carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Unfounded Crimes**

Unfounded crimes are those crimes that are removed or withheld from the annual security report after it has been determined that the reported crime was false or baseless. Only sworn commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded.” This does not include a district attorney who is sworn or commissioned, nor does it include a Campus Security Authority.

There were no reported crimes for the years 2013, 2014, or 2015 that are determined to have been unfounded.

**Campus Safety and Violence against Women (VAWA) Act**

On March 7, 2013, President Barack Obama signed a bill that strengthened and reauthorized the Violence Against Women Act (VAWA) enacted in 1994. Included in this bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and presents additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking.

The purpose of this addendum is to increase transparency about the scope of sexual violence on campus, provide crime statistics, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings and provide campus community wide prevention and educational programming in both public and private colleges and universities participating in federal student aid programs.
LCAD Prohibition Statement
Laguna College of Art + Design (LCAD) is dedicated to complying with Campus SaVE and VAWA and to protecting our community of students, full-time and part-time faculty members, full-time and part-time staff members, models, student workers and visitors to the LCAD Campus. The College has put together the following report that outlines our obligation to the community and our commitment to perform the following:

A. To report crime statistics in a timely manner
B. To disclose security related information and timely warnings
C. To set and enforce policies and procedures related to victims rights
D. To develop and conduct disciplinary proceedings
E. To provide resources and tips to victims of crimes
F. To Provide primary prevention and awareness programs
G. To train our community on sexual violence

The College is dedicated to maintaining a safe and secure living, learning and work environment for the entire LCAD community. This includes an environment free from sexual harassment, sexual assault, domestic violence, dating violence and stalking. A violation of the Campus SaVE, VaWA and/or LCAD Code of Conduct shall constitute grounds for disciplinary action. Disciplinary action that results from sexual misconduct may include dismissal from the College or termination of employment. The College disciplinary action is independent from, and may be in addition to, any criminal or civil penalties.

All complaints of sexual misconduct should be brought to the immediate attention of the Title IX Coordinator, Dr. Hélène Garrison, (949) 376-6000 x240 or by e-mailing hgarrison@lcad.edu. LCAD will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably.

Community laws and LCAD's policies may sometimes overlap but do not substitute one for the other. LCAD may pursue enforcement of its own policies whether or not legal proceedings are underway.

The College also may use information from local law authorities and the court to determine whether there is a violation of College policies.

To read LCAD's entire Compliance Report including LCAD Policies, Procedures, Education, Tips for Bystander Intervention and Local/National Resources, please visit the website below for detailed information.

VAWA AND SaVE CRIME STATISTICS
LCAD is committed to complying with all Federal laws including reporting crime statistics related to the Jeanne Clery Act, which include crimes related to the Violence Against Women Act. Clery Act crimes are reported in our Student Handbook which is accessible from LCAD’s main website and on my.lcad.edu. Campus crimes are also reported in the Annual Security Report and Survey each fall reviewed by the Department of Education and found at my.lcad.edu under General Information.

Crimes under VAWA and SaVE include those of domestic violence, dating violence, sexual assault and stalking. Below are the crime statistics for the past three years.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
FIRE SAFETY AT RESIDENCE HALL
Each apartment is equipped with a smoke detector and a carbon monoxide detector. LCAD and Federal law prohibits tampering with, disabling, or destroying smoke detectors. The hard-wired smoke detectors will go off in the event of smoke or fire, at this time a signal is sent to an alarm company who then contacts the Laguna Beach Fire Department. Fire sprinklers are placed in every unit and directed so water hits every square inch in the event of a fire. Portable fire extinguishers are provided in every unit. Keeping the apartment ventilated when you’re cooking will help keep it from going off. If you have any problems with your smoke detector, contact the Residence Hall Manager or the Director of Student Life.

If the fire alarms sound, you MUST leave your room immediately. Never assume the alarm is false. Mandatory fire drills are conducted each year. The fire drills are discussed at monthly mandatory meetings. The Director of Student Life and the Resident Manager conduct the drills. Fire Evacuation procedures are posted in every unit near the front door.

FIRE DRILL LCAD STUDENT RESIDENCE HALL
1. IF YOU SEE A FIRE EVACUATE THE BUILDING IMMEDIATELY
2. DIAL 911 TO REPORT THE FIRE
3. DO NOT WASTE TIME GATHERING PERSONAL BELONGINGS
4. STAY LOW TO AVOID SMOKE INHALATION
5. MAKE SURE EVERYONE IS VACATED FROM YOUR UNIT
6. IF YOU ARE THE LAST PERSON TO EXIT YOUR UNIT CLOSE THE DOOR BEHIND YOU TO PREVENT THE FIRE FROM SPREADING
7. AFTER EXITING MEET IN DESIGNATED SAFETY AREAS
8. ONCE YOU ARE IN A SAFETY ZONE CALL YOUR RESIDENT MANAGER
9. UNDER NO CIRCUMSTANCES SHOULD YOU REENTER A BURNING BUILDING
10. WAIT IN SAFETY ZONE FOR FURTHER INSTRUCTION FROM RESIDENT MANAGERS

THE FOLLOWING AREAS ARE DESIGNATED AS SAFE ZONES FOR FIRE EVACUATION:
1. Front of Tivoli Too (if the fire is in 787 or 793…see map)
2. Parking lot in front of the Café (if the fire is in 775 or 785…see map)

Tampering with fire-fighting equipment, alarms, or bomb threats will result in immediate expulsion from the Residence Hall and disciplinary action (including possibly expulsion) from Laguna College of Art + Design.

LCAD prohibits portable electrical appliances, smoking and open flames in the Residence Hall. Those in violation will be referred for disciplinary action.

Clery Annual Fire Safety Report:
LCAD is committed to reporting crime statistics that are required by the Jeanne Clery Art regarding fire and arson at our Residence Hall located at 775, 785, 787 and 793 Laguna Canyon Road. A fire is defined as an open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

<table>
<thead>
<tr>
<th>Fires Summary for 775, 785, 787 and 793 Laguna Canyon Road</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fires</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Deaths</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Fires at the Residence Hall should be reported to Doug DaVee, Director of Student Life at (949) 376-6000 x245. The information required will be the nature of fire, date and time fire occurred, the general location fire occurred and whether there were any injuries or deaths.
EARTHQUAKE PREPAREDNESS
In the event of an earthquake, seek shelter under tables, chairs, counters, or near interior walls in order to avoid falling objects or broken glass. Do not panic and do not try to run outdoors.

Earthquakes generally last only a few seconds. Once trembling ceases, cautiously vacate the building into the parking lot areas on either side of campus. Await further instructions from an administrative staff or faculty member. It is the student's responsibility to keep necessary provisions on hand in case of an earthquake.

The following is a suggested list of disaster provisions:
- Fire Extinguisher
- Flashlight (Keep batteries out of flashlight)
- Note Pad and Pencil
- First Aid Kit
- Small Amount of Cash
- Change for Telephone Calls
- Extra Clothing
- Comfortable Walking Shoes
- Bottled Water
- Instant (non-salty) Food Supplies replace every 3-6 months. Date when replaced.
- Zip-Lock Bags, Toilet Tissue
- Portable Radio (with batteries)
- Rubber Gloves

EMERGENCY SUPPLIES
All campus locations have access to emergency supplies from More Prepared Emergency Supplies. These kits include items such as flashlights, batteries, food, water and toiletries. These kits will be provided to the community on an as needed basis.

EMERGENCY EVACUATION PLAN
In the event of an emergency, students will be contacted through Connect Ed System via LCAD email and telephone. Instructions will be given in the message.

STUDENT SAFETY
We are very serious about the safety of the LCAD community. All students, staff and faculty should be aware of safety and security concerns and should exercise caution and good judgment. Please be sure to report any suspicious activity or people to Campus Safety or the local police.

When commuting from one campus to another:
- Please use extreme caution when crossing Laguna Canyon Road. Please be sure to press the cross light and wait until all cars have stopped before initiating the crossing.
- Keep in mind that there are reflective vests located at the Main Campus Reception Desk and at the Senior Studios and all are encouraged to take advantage of these. They can be picked up at one location and then returned at the other.
- It can be very dangerous to walk or bike along Laguna Canyon Road, especially at night. Please exercise extreme caution by wearing reflectors and bright colors. You should only cross the street at designated cross walks.
- The LCAD Shuttle makes regular stops to the Residence Hall, Main Campus, Big Bend and Artisan Laguna Beach. This is a free service and you are strongly encouraged to use it when traveling from one campus to another.
  The Shuttle runs from
  8:00 a.m. to 10:30 p.m. Monday-Friday
  8:30 a.m. to 4:30 p.m. Saturday
When arriving to or departing late from campus please take precautions and follow these suggested safety guidelines:

- Don't travel alone at night.
- Be alert and aware of your surroundings.
- Avoid dark, vacant or deserted areas; use well-lit, well-traveled routes.

If you sense that you are in trouble:

- If you are on-campus and sense that you are in trouble, please call the LCAD Reception Desk at (949) 715-8034.
- Move away from the potential threat if possible.
- Join any group of people nearby; cross the street and increase your pace.
- If a threatening situation is imminent, and people are close by to help, yell, scream or make a commotion in any way you can to get their attention.
- Go to an open business.
- Call 911 from a safe location.

**FIRE DRILL**

All students, faculty and staff are required to participate in annual fire drills. It is important to maintain order and follow directions because the alarm system may indicate a real fire condition. You may re-enter the building only when administrative staff so instructs.
# Academic Calendar

## FALL 2016 SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Federal Financial Aid Materials (FAFSA) Due</td>
<td>August 1</td>
</tr>
<tr>
<td>Tuition Due or First Payment (if on payment plan)</td>
<td>August 15</td>
</tr>
<tr>
<td>Residence Hall Move-In</td>
<td>August 20</td>
</tr>
<tr>
<td>New Student Orientation (Mandatory and Optional Diagnostics)</td>
<td>August 22</td>
</tr>
<tr>
<td>New Student Orientation (mandatory)</td>
<td>August 24</td>
</tr>
<tr>
<td>First day of instruction</td>
<td>August 29</td>
</tr>
<tr>
<td>Labor Day holiday</td>
<td>September 5</td>
</tr>
<tr>
<td>Add/Drop Deadline</td>
<td>September 6</td>
</tr>
<tr>
<td>Second Tuition Payment Due</td>
<td>September 15</td>
</tr>
<tr>
<td>Third Tuition Payment Due</td>
<td>October 15</td>
</tr>
<tr>
<td>Midterm testing/grading</td>
<td>October 10 – October 15</td>
</tr>
<tr>
<td>Administrative Tuesday, All classes cancelled</td>
<td>October 18</td>
</tr>
<tr>
<td>Online Registration for Spring 2017</td>
<td>October 31– November 11</td>
</tr>
<tr>
<td>Withdrawal deadline = last day to receive prorated tuition refund</td>
<td>October 31</td>
</tr>
<tr>
<td>LCAD Open House</td>
<td>November 6</td>
</tr>
<tr>
<td>Thanksgiving holiday</td>
<td>November 23 – November 27</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 12 – December 17</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>December 17</td>
</tr>
<tr>
<td>Final grades due</td>
<td>January 3</td>
</tr>
<tr>
<td>Winter Holiday: No Classes</td>
<td>December 18 – January 22</td>
</tr>
</tbody>
</table>

## SPRING 2017 SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Federal Financial Aid Materials (FAFSA) Due</td>
<td>December 17</td>
</tr>
<tr>
<td>Tuition Due or First Payment (if on payment plan)</td>
<td>January 2</td>
</tr>
<tr>
<td>Spring New Student Orientation (mandatory)</td>
<td>January 17 – 18</td>
</tr>
<tr>
<td>First day of instruction</td>
<td>January 23</td>
</tr>
<tr>
<td>Add/Drop Deadline</td>
<td>January 31</td>
</tr>
<tr>
<td>Second Tuition Payment Due</td>
<td>February 2</td>
</tr>
<tr>
<td>President's Day holiday</td>
<td>February 20</td>
</tr>
<tr>
<td>Third Tuition Payment Due</td>
<td>March 2</td>
</tr>
<tr>
<td>LCAD Open House</td>
<td>March 5</td>
</tr>
<tr>
<td>Midterm testing/grading</td>
<td>March 6 – March 11</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 13 – March 19</td>
</tr>
<tr>
<td>Withdrawal deadline = last day to receive prorated tuition refund</td>
<td>April 4</td>
</tr>
<tr>
<td>Online Registration for Fall 2017</td>
<td>March 27 – April 7</td>
</tr>
<tr>
<td>Admissions Early Registration Event</td>
<td>May 07</td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 09 – May 15</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>May 15</td>
</tr>
<tr>
<td>Final grades due for Graduating Students</td>
<td>May 17</td>
</tr>
<tr>
<td>Final grades due for all other students</td>
<td>May 22</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 22, 4:00PM</td>
</tr>
</tbody>
</table>