

LCAD

Student Handbook

2025 - 2026

PRESIDENT'S WELCOME

Dear LCAD Student,

We are delighted to have you as a part of our community and among the generations of students who have attended LCAD and gone on to become leading creatives in art and design.

You are members of LCAD at a time when creativity, ingenuity and innovation are proving to be vital qualities for solving social and economic challenges, constructively challenging the status quo, and making the world a better place. We look forward to enhancing your talent and strengthening your knowledge and critical skills throughout every corner of our campus.

To prepare for your success, our extraordinary faculty are constantly improving ways to teach and learn. At the same time, we are strengthening the connection between LCAD and the creative professions you will aspire to join upon graduation. The industries and institutions you will be entering when you graduate are constantly adapting to seismic changes in commerce, technology, production, and societal values. Providing you with the robust skills and know-how that align with these industry trends is a central priority for us.

Our faculty and staff are highly qualified creative industry artists and designers who will provide you with important skills in order to better position you for success in your life pursuits and creative endeavors. They are passionate individuals who care deeply about you as you move through your educational pathway as burgeoning artists and designers. The LCAD community is diverse, open-minded and most importantly supportive to each other. It is in this special place in Laguna Beach where empathy entwines with imagination. It is our privilege to have you as members of our community composed of faculty, staff, students, alumni and trustees at LCAD and of the larger community of Laguna Beach. Wishing you much success and enjoyment and a learning experience like no other.

Sincerely,

Steven Brittan

TABLE OF CONTENTS

INTRODUCTION TO LCAD

Mission Statement
About LCAD
Accreditation
Campus Locations
Harassment, Discrimination, And Retaliation Prevention Policy
Academic Freedom Statement
Lcad Commitment To Diversity, Equity, Inclusion, And Belonging
Academic Life: Undergraduate
Academic Life: Graduate

CAMPUS CONNECTIONS: DEPARTMENTS AND KEY CONTACTS

CAMPUS FACILITIES

Campus Map

CAMPUS LIFE + STUDENT SUPPORT SERVICES

Campus Access
Hours Of Operation
New Student Orientation Week
Academic Calendar
On Campus Housing
Off Campus Housing
Student Life
Student Organizations
Student Government Association
Career Services
Internships For Credit
Working On Campus
Student Success + Academic Support
Student Wellness And Health
Professional Counseling Services
Disability Services
Disabilities/Americans With Disabilities Act
Student Health And Insurance
Campus Labs
Studio Tutor Labs
Writing Lab
Photography Lab
Computer Labs
Open Campus Workshops
Academic Advising
Alumni Relations
Library Resources And Services

IT Help Desk Services + Technical Support
Print Services And Equipment Checkout
Food Vendors Stations (SmartMarket)
Lcad Campus Shuttle Service
Mylcad Portal
Self Service Portal

CAMPUS POLICIES

Academic Integrity Policy
Citation Guidelines For Students
Requirements For Using Generative AI
Alcohol And Illegal Substance Use Policy
Alcohol And Drug Use Risks
College Resources
Local Substance Abuse Help
College Sanctions
Safe Harbor Policy
Pets On Campus
Service Animal Policy
Emotional Support Animal Policy
Computer Use Lab Policy
Care Team
Campus Parking Permits
Computer Network And Internet Access
Copyright Infringement
Demonstration/Peaceful Protests
English Policy For Incoming Students
FERPA Privacy Act And Parental Notification Policy
Field Trips
Food Access
Gender Inclusive Restrooms
Freedom Of Expression
Identification (Id) Cards
Immunizations
Infectious Disease Policy
International Students
Legal Change Of Gender
Legal Change Of Name
Lockers On Campus
Lost And Found Items
Materials And Class Supplies
Open Studio Policy
Outstanding Tuition And Fees Policy
Ownership Of Work
Photography Lab Policy And Guidelines

Photography Of Models Policy
Posting/Flyering/Tabling Policy
Preferred Pronouns
Preferred Name Policy
Pregnant And Parenting Students
Relationships Between Faculty/Staff And Students
Religious Accommodations Policy
Right To Be Informed
Smoking Policy
Student Behavioral Statement
Student Conduct, Complaints, And Appeals
Student Email
Student Complaint And Disclosure Policy
Sustainability
Unclaimed Student Work
Weapons Policy

CODE OF STUDENT CONDUCT

Section I Philosophy Statement
Section II Jurisdiction
Section III Important Definitions
Section IV Violations Of The Law
Section V Core Values, Conduct, And Behavioral Expectations
Section VI Overview Of Conduct Process
Section VII Student Conduct Authority
Section VIII Formal Conduct Procedures

TITLE IX: SEXUAL HARASSMENT, NON-DISCRIMINATION, AND RETALIATION PREVENTION POLICIES

PURPOSE
SCOPE
NOTICE OF NONDISCRIMINATION
NONDISCRIMINATION TEAM CONTACTS
EXTERNAL CONTACT INFORMATION
MANDATED REPORTING AND CONFIDENTIAL RESOURCES
DISABILITY-BASED COMPLAINTS
JURISDICTION
SUPPORTIVE MEASURES
ONLINE HARASSMENT AND MISCONDUCT
INCLUSION RELATED TO GENDER IDENTITY/EXPRESSION
PROHIBITED CONDUCT
STANDARD OF EVIDENCE
NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, RETALIATION,
AND/OR OTHER PROHIBITED CONDUCT
TIME LIMITS ON REPORTING
FALSE ALLEGATIONS AND EVIDENCE
CONFIDENTIALITY/PRIVACY
EMERGENCY REMOVAL/INTERIM ACTIONS/LEAVES

FEDERAL TIMELY WARNING OBLIGATIONS

AMNESTY

PRESERVATION OF EVIDENCE

FEDERAL STATISTICAL REPORTING OBLIGATIONS

INDEPENDENCE AND CONFLICT OF INTEREST

POLICY REVISION

APPENDIX A: DEFINITIONS

FIELD TRIPS, TRAVEL AND GLOBAL LEARNING

Field Trip Policy

Definitions

Scope Of Policy

Travel And Global Learning Policy

Student Behavior Expectations

Medical Insurance And Medical Costs

Companion Policy

Travel Abroad Activities Guidelines

Travel Abroad Removal Policy

CAMPUS SAFETY AND SECURITY

Reporting Crimes To LCAD Administration

Crime Reporting And Timely Warnings To LCAD Community

Emergency Response And Evacuation Procedures

Missing Student

Clery Act Crime Statistics

Unfounded Crimes

Campus Safety And Violence Against Women (VAWA) Act

LCAD Prohibition Statement

Title IX / VAWA And Save Crime Statistics

Fire Safety At Residence Hall

Clery Act Annual Fire Safety Report

Earthquake Preparedness

Emergency Supplies

Emergency Evacuation Plan

Student Safety

Fire Drills

FINANCIAL AID SERVICES

Financial Aid

Financial Aid Application Procedures

LCAD Grants And Scholarships

Federal Grants

California State Grants

Federal Work-Study

Direct Loan Program

Direct Subsidized Stafford Loans For Undergraduate Students

Direct Unsubsidized Stafford Loans For Undergraduate Students

Financial Aid Chart Class Standing

Direct Loan Limits
Additional Unsubsidized Funding
Direct Parent Loan For Undergraduate Students (Plus) + Grad Plus (Graduate Student Plus Loans)
Direct Unsubsidized Loan Information
Federal Interest Rates 2023-2024 Academic Year
Alternative Loans
LCAD Merit Scholarships
Merit Scholarship And Final Semester
Merit Scholarships For MFA Students
LCAD Access Scholarship
LCAD Transfer Scholarship
Other Scholarships And Grants
National Student Loan Database System
Exit Counseling Requirements
Satisfactory Academic Progress
Department Of Veteran Affairs (DVA) Educational Assistance
BFA Tuition 2025-2025
MFA Tuition 2024-2025
Methods Of Tuition Payment
Tuition Refund Policy

ACADEMIC POLICIES DEGREE REQUIREMENTS

Academic Programs Of Study
Minors
Academic Program Requirements
Class Standing
Credit Hour Policy
Satisfactory Academic Progress
Attendance Policy
Independent Study
Department Advancement Review
Residency Requirements
Commencement
Degree Conferral Dates
Graduation Honors

TRANSFER CREDIT POLICIES

Transfer Credit For International Students
Transfer Credit From Unaccredited Institutions
Transfer Credit Guidelines For Liberal Arts And Art History
Transfer Credit Guidelines For Studio Credit
Transfer Status

ENROLLMENT AND REGISTRATION POLICIES

Adding/Dropping A Course
Course Audits
Course Enrollment Policy: Limitations For Liberal Arts
Course Enrollment Policy: Limitations For Studio
Course Load
Course Registration
Add/Drop Dates
Dual Majors
Changing Majors Petition
English Diagnostic
Exceeding Full Time Load
Leave Of Absence
Re-Entry Readmission After A Withdrawal
Repeating A Course For Degree Credit
Transcripts
Withdrawal From A Class
Withdrawal From College

PROBATION AND ACADEMIC DISMISSAL POLICIES

Academic Probation Policy
Academic Suspension Policy
Academic Dismissal Policy
Academic Integrity Policy

GRADING POLICIES

Academic Honors
Grades
Grading System
Petition For Grade Change
Grades For Repeated Classes
Incomplete Grades

INTRODUCTION TO LCAD

LAGUNA
COLLEGE
OF ART +
DESIGN

LCAD



INTRODUCTION TO LCAD

MISSION STATEMENT

Think Critically. Create Boldly. Shape the Future.

We empower creatives to innovate with purpose, collaborate with compassion, and shape a better world through art and design.

ABOUT LCAD

Laguna College of Art + Design (LCAD) was founded in 1961 as the Laguna Beach School of Art, a non-profit college of art and design. In the early 1900s, artists, intellectuals, and entertainers began a thriving cultural community in Laguna Beach. Drawn to the stunning luminance of the area, plein air painters like Edgar Payne and Anna Hills founded the Laguna Beach Art Association, while screen actors like Bette Davis and Charlie Chaplin helped inspire the founding of the Laguna Playhouse. These pioneering cultural ventures spawned the Festival of Arts, Pageant of the Masters, Laguna Art Museum, and Laguna Beach School of Art (LBSA, the predecessor to the College). Nellie Gail Moulton was one of the founding members of LBSA and provided the first significant gift to the then fledgling college.

Since its founding in 1961, LCAD has grown significantly to include eleven undergraduate majors, three graduate degree programs and nine minors. LCAD's campus also has grown to include seven sites throughout Laguna Canyon and Laguna Beach that accommodate its student population of more than 700 full-time students. The College has been under the leadership of fourteen College Presidents including our current President, Steven J. Brittan. LCAD is now one of the leading colleges of art and design in the country.

ACCREDITATION

LCAD is fully accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WSCUC).

WASC Senior College and University Commission (WSCUC)

985 Atlantic Ave., Ste. 100

Alameda, CA 94501

(510) 748-9001

Website: <https://www.wscuc.org>

WASC Affirmation: WASC – Commission Action Letter June 2022

Laguna College of Art + Design is a member of:

Association of Independent Colleges of Art and Design (AICAD)

236 Hope Street

Providence, RI 02906

(401) 270-5991

Website: <http://aicad.org>

CAMPUS LOCATIONS

MAIN CAMPUS

2222 Laguna Canyon Road

BIG BEND

2825 Laguna Canyon Road

SUZANNE CHONETTE EAST CAMPUS STUDIOS

2295 Laguna Canyon Road

ADMINISTRATION BUILDING

2265 Laguna Canyon Road

STUDENT HOUSING

815 and 821 Laguna Canyon Road

MFA BUILDING

263 Laguna Canyon Road

LCAD GALLERY

LCAD Gallery's mission is to create transformative and influential exhibitions that expand on the educational and creative objectives of Laguna College of Art + Design's majors. Our belief is that art has the ability to inspire our imagination, and enrich learning through creativity. The LCAD Gallery seeks to promote through its exhibitions the development of our students' talent and aesthetic awareness, while at the same time expanding the appreciation of various art forms and creative experiences to the community.

LCAD Gallery

374 Ocean Avenue

Laguna Beach, CA, 92651

Bryan Heggie | Gallery Manager

gallery@lcad.edu

949-376-600 x 289

DENNIS + LESLIE POWER LIBRARY

Centrally located on the ground floor of LCAD's historic main campus, the Dennis + Leslie Power Library is the intellectual heart of the college. Our library plays an integral role in supporting instruction in the visual arts and places resources at the fingertips of students from all of our graduate and undergraduate degree programs. The library encourages intellectual discovery and inspires lifelong learning through its wide-ranging print and electronic resources, and it also serves as the home of the college's historic archives. Providing a safe and comfortable place for study, knowledge seeking and community gathering, the library offers a range of community events throughout the year. It is important to the library to make our materials and services accessible to all members of the LCAD community.

If you have a need for accommodations, please contact the Library Director, Rand Boyd, at rboyd@lcad.edu, and we will work with Academic Success + Accessibility Coordinator to meet your needs in accordance with LCAD's Disabilities policy as explained [HERE](#).

For instructions on using the library and its resources, click [HERE](#).

HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY

LCAD is an equal opportunity employer and educator. The college is committed to compliance with all applicable laws providing equal employment opportunities to all employees and applicants without regard to:

- + Race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locs, and twists)
- + Ethnicity
- + Religion or religious creed (including religious dress and grooming practices)
- + Color
- + Sex/gender (including childbirth, breastfeeding, or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned)
- + Reproductive health decision-making
- + Medical leave or other types of protective leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act)
- + Domestic violence victim status
- + Political affiliation
- + National origin
- + Ancestry
- + Citizenship status
- + Uniform service member status
- + Physical or mental disability
- + Protected medical condition (including cancer and genetic conditions)
- + Genetic information/characteristics
- + Marital status/registered domestic partner status
- + Pregnancy
- + Age (40 and over)
- + Sexual orientation

- + Military or veteran status
- + In addition, for employees in California, use of cannabis off the job and away from the workplace
- + Any other basis protected by federal, state, or local law or ordinance or regulation in the administration of its student admissions, employment, access to programs, or administration of educational policies as required by Title IX and its regulations

This commitment applies to all persons involved in College operations. The College prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of the College, including supervisors and coworkers. This policy also applies to students, vendors, independent contractors as well as to unpaid interns and volunteers.

LCAD is committed to providing an environment free of harassment, discrimination, retaliation, and/or disrespectful conduct based on:

- + Race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists)
- + Ethnicity
- + Religion or religious creed (including religious dress and grooming practices)
- + Color
- + Sex/gender (including childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned)
- + Reproductive health decision-making
- + Medical leave or other types of protective leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act)
- + Domestic violence victim status
- + Political affiliation
- + National origin
- + Ancestry
- + Citizenship status
- + Uniform service member status
- + Physical or mental disability
- + Protected medical condition (including cancer and genetic conditions)
- + Genetic information/characteristics
- + Marital status/registered domestic partner status
- + Pregnancy
- + Age (40 and over)
- + Sexual orientation
- + Military or veteran status
- + In addition, for employees in California, use of cannabis off the job and away from the workplace
- + Any other basis protected by federal, state, or local law or ordinance or regulation in the administration of its student admissions, employment, access to programs, or administration of educational policies as required by Title IX and its regulations

LCAD prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of the previously listed characteristics or is associated with a person who has or is perceived as having any of those characteristics. In addition, the College prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violated College policy.

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 community member;
- + Discriminating against another person or persons; or
- + Inflicting physical, emotional, or mental injury to, or provoking a violent response from, a reasonable person.

HARASSMENT PREVENTION

The College's policy prohibiting harassment applies to all persons involved in the operation of the College. The College prohibits harassment or disrespectful conduct by an employee of the College, including supervisors, managers, and co-workers. The College's anti-harassment policy also applies to vendors, customers, students, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while on campus.

Prohibited harassment or disrespectful conduct includes, but is not limited to the following behavior:

- + Verbal conduct such as epithets, derogatory jokes or comments; slurs or unwanted sexual advances, invitations, comments, posts or messages;
- + Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- + Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- + Threats and demands to submit sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- + Retaliation for reporting or threatening to report harassment; and
- + Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by College policy

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment, but harassment based on any protected category.

Students with questions regarding this policy or believed instances of discrimination or harassment on the basis of any of these criteria should be brought to any of the following individuals: Dean of Student Affairs or designee, Title IX Coordinator, or file a formal student grievance at [Student Complaint Form](#).

This form is located on the myLCAD portal. 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.

ACADEMIC FREEDOM STATEMENT

The College believes that academic freedom is a special freedom, necessary to the mission of faculty and students in any university, and that professional responsibility is the logical correlative to that freedom. The College subscribes to the American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom, including, but not limited to, the provisions set forth below:

1. Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matters which have no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their expression. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

College students have the academic freedom to learn, explore, formulate, and express thoughts and ideas, and to engage in open dialogue within the College environment. This freedom supports their development as critical thinkers and informed citizens, and grants them the right to disagree with their professors, their texts, or other ideas, and holds them to the standard of reasoned, respectful, and constructive expression that adheres to the College's codes of conduct.

LCAD COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

As part of our ongoing efforts to ensure a campus-wide commitment to a safe, equitable, and inclusive environment for all, we have established an Equity + Inclusion Council (EIC). This council is involved in several key initiatives, including the Restorative Justice Project, the Equity Leadership Coach program, the Equity + Inclusion Scholarship, and a revamped Complaints + Concerns Process. Additionally, we are continually updating curriculums across the college to better reflect our commitment to diversity. The EIC is collaborating with staff, faculty, students, trustees, and alumni to develop and implement programs and initiatives that support diversity in all its forms. The Council is also reviewing materials to recommend appropriate educational and training resources for everyone we serve.

ACADEMIC LIFE: UNDERGRADUATE

LCAD offers an interdisciplinary curriculum that merges its established strengths in traditional skills and design with cutting-edge technologies and emerging fields. Undergraduate students begin their journey with the Foundation Year, where studio courses provide essential, versatile skills in the visual arts, enabling them to become proficient and knowledgeable creators. Liberal Arts, Art History, and Science courses cultivate their critical thinking abilities and help them construct meaning through the formal elements of art and design. First year students enter into one of 11 studio majors, several of whom offer areas of emphasis. LCAD offers 9 Minors that can be completed alongside their major or by extending by one semester.

At Laguna College of Art + Design (LCAD), students' programs of study are enhanced over four years by a comprehensive curriculum that includes Liberal Arts, Art History, and Sciences courses. These courses emphasize critical thinking in writing, visual literacy, scientific inquiry, and art history, as well as professional preparedness. Each student meets with an Academic Advisor once per semester to reflect on their educational and career paths. Additionally, students can broaden their experiences through study at other institutions or abroad, participating in short-term faculty-led trips or exchange programs. The undergraduate journey culminates in a senior Capstone course, where students critically reflect on their work at LCAD, participate in the Industry Open House, showcase their projects in the Senior Thesis Exhibition (open to both Undergraduate and Graduate Drawing + Painting), and feature their work in the LCAD Animation Film Festival (LAFF) (open to Animation).

BFA MAJORS

Animation
Drawing + Painting
Drawing + Painting with Illustration Emphasis
Drawing + Painting with Sculpture Emphasis
Entertainment Design
Experimental Animation
Game Art
Graphic Design + Digital Media
Graphic Design + Digital Media with Action Sports Emphasis
Graphic Design + Digital Media with Illustration Emphasis
Illustration

ACADEMIC LIFE: GRADUATE

Laguna College of Art + Design (LCAD) offers three comprehensive Master of Fine Arts (MFA) programs designed to cultivate the highest level of artistic and professional development. With MFA majors in Game Design, Drawing, and Painting, LCAD provides a dynamic and multidisciplinary approach that bridges theory and practice, preparing graduates for impactful careers in their respective fields.

The MFA Drawing + Painting curriculum offers personalized guidance from over 40 accomplished mentor artists, ensuring that each student receives tailored support in achieving their artistic and professional goals. Additionally, a robust visiting speaker series enriches the academic experience with insights from renowned artists and industry professionals.

MFA MAJORS

Drawing
Painting
Game Design

CAMPUS CONNECTIONS: DEPARTMENTS AND KEY CONTACT



CAMPUS CONNECTIONS: DEPARTMENTS AND KEY CONTACT

All LCAD employees can be emailed using their first initial, last name @lcad.edu

OFFICE OF THE PRESIDENT

Steven Brittan, President/CEO

Rachel Strokosz, Executive Assistant to the President

OFFICE OF ACADEMIC AFFAIRS

Hope Railey, Dean of Academic Affairs

Thomas Olson, Assistant Dean of Academic Affairs

Kerri Redeker, Manager of Academic Affairs

OFFICE OF CAREER SERVICES

John Roberts, Director of Career Services

PROGRAM CHAIRS

Eric Walls, Chair of Animation

Todd Smith, Chair of Entertainment Design

Glen Miller, Chair of Experimental Animation

Jason Todorovitch, Chair of Fine Arts

Jason Oualline, Chair of Game Art

Dana Herkelrath, Chair of Graphic Design + Digital Media

John Malta, Chair of Illustration

Marcella Stockstill, Co-Chair of Liberal Arts + Art History

Norm Leonard, Co-Chair of Liberal Arts + Art History

GRADUATE STUDIES CHAIRS

Tim Pryor, Chair of MFA Game Design

Peter Zokosky, Chair of MFA programs in Drawing + Painting

Sharon Flanders, Administrative Assistant for MFA programs in Drawing + Painting

ADMINISTRATIVE ASSISTANTS TO CHAIRS

Joelle McGhee, Assistant to Fine Arts, Animation, Entertainment Design, and Illustration

Stephanie Holster, Assistant to Experimental Animation, Game Art, and Graphic Design + Digital Media

CAMPUS RECEPTIONISTS

Susan Gobron, Receptionist - Big Bend Campus

Thomas Lillehoff, Receptionist - Main Campus

OFFICE OF STUDENT AFFAIRS

Omar Zuwayed, Dean of Student Affairs

Vivian Ortiz, Director of Student Life

OFFICE OF CAREER SERVICES

John Roberts, Director of Career Services

STUDENT SUPPORT

Lisa Villanueva, Academic Success & Accessibility Coordinator

Eva Norton, School Counselor

OFFICE OF ADMISSIONS

Christopher Brown, Vice President of Enrollment Management

Ramón Vargas, Assistant Director of Admissions

Jason Umfress, Senior Admissions Counselor

Sureya Davis, Admissions Counselor

Basia Tluchak, Admissions Counselor

Micah Bianco, Admissions Counselor

Justin Yescas, Admissions Counselor

Soomi Nahm, Admissions Coordinator

Nik Bacey, Admissions Transfer + International Student Specialist

BUSINESS OFFICE

Aaron Perryman, Controller

Winona Christiansen-Kirk, Accounts Payable Manager

Fatima Silva, Bursar

Dustin Angus, Assistant Bursar

OFFICE OF HUMAN RESOURCES

Katherine Pinkerton, Human Resources Manager

Isabelle Setiawan, Human Resources Coordinator

Malyssa Banh, Human Resources Assistant

OFFICE OF COLLEGE ADVANCEMENT

Mark Saville, Vice President of Advancement

Paige Frank, Associate Director of Advancement

Yulim Choi, Advancement Coordinator

MARKETING + COMMUNICATIONS

Bassem Girgis, Director of Marketing + Communications

Annabel Curtis, Senior Graphic Designer

Jillian Curiel, Marketing Coordinator

FINANCIAL AID

Christopher Brown, Vice President of Enrollment Management

Reginald West, Financial Aid Manager

Kimberly Hopkins, Financial Aid Counselor

FACILITIES

James Matus, Maintenance Team Lead

Lance Voxel, Studio Technician

LCAD GALLERY

Bryan Heggie, Gallery Manager

REGISTRAR AND OFFICE OF INSTITUTIONAL RESEARCH

Laura Patrick, Registrar + Director of Institutional Research

Isaiah Bernal, Institutional Research Analyst

DENNIS AND LESLIE POWER LIBRARY

Rand Boyd, Library Director

Devin Wilson, Fabrication Laboratory Manager

OFFICE OF STUDENT LIFE

Omar Zuwayed, Dean of Student Affairs

Vivian Ortiz, Director of Student Life + Conduct

John Roberts, Director of Career Services

Landon Johnson, Residence Life Coordinator

Lisa Clark-Villanueva, Academic Success & Accessibility Coordinator

Eva Norton, School Counselor

CAMPUS SAFETY

Peter Vanderford, Director of Campus Safety + Security

IT SERVICES

Matt Morton, Chief Information Officer

Raf Asghar, Database Administrator

Alex Krigbaum, Helpdesk Technician L2
Ryan Nambu, Helpdesk Manager
Katja Kroeger, Helpdesk Technical Coordinator
Shawn Tetzlaff, Senior Systems Administrator
Bryan Moore, Desktop Administrator
Matthew Vu, Junior Systems Administrator

BOARD OF TRUSTEES OFFICERS

Jared Mathis, Chair
Hiro Konoshita, Vice Chair
Kathryn Burton Gray, Treasurer
Justin Thavirat, Secretary

TRUSTEES

Nelson Coates
Ron Holecek
Pam Banks
Matt Brown
Miriam Smith
Greg Washer
Mike Danzi
Kathy Reed
Miriam Smith

BOARD OF GOVERNORS

Andrew Bjornson
Lucas Haley
Richard Hollbrook
Zeina Jafar Collins
Lynn Jochim
Chad Nelson
Dan Reitz
Philip D Shalala
Bill Shopoff
Mark Sperling
Steve Tully
Elizabeth Wallen
Ryan Wilson

CAMPUS FACILITIES



CAMPUS FACILITIES

CAMPUS LOCATIONS

Main Campus

2222 Laguna Canyon Road

Big Bend

2825 Laguna Canyon Road

Administration Building

2265 Laguna Canyon Road

Student Housing

815 and 821 Laguna Canyon Road

MFA Building

263 Laguna Canyon Road

CAMPUS MAPS – To the Right and on the following page

SENIOR STUDIOS

Suzanne Chonette East Campus Studios

2295 Laguna Canyon Road

CAMPUS LABS

Main Campus, South Campus, and Big Bend

Cintiq Lab

Down-Shooter Lab

Fabrication Lab (FABLAB)

Photography Lab

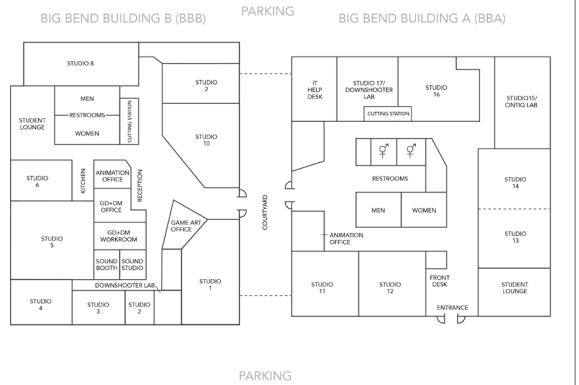
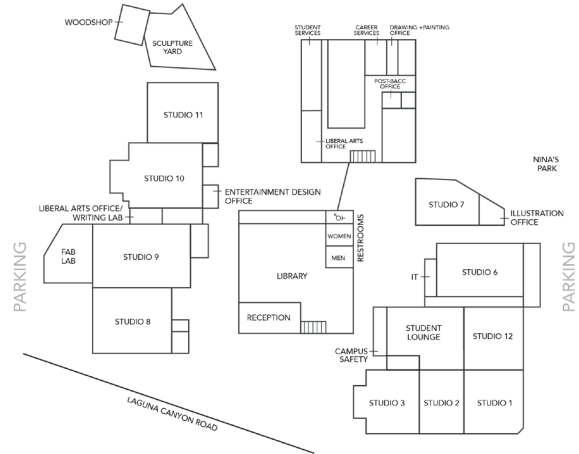
Sound Studios

Writing Lab

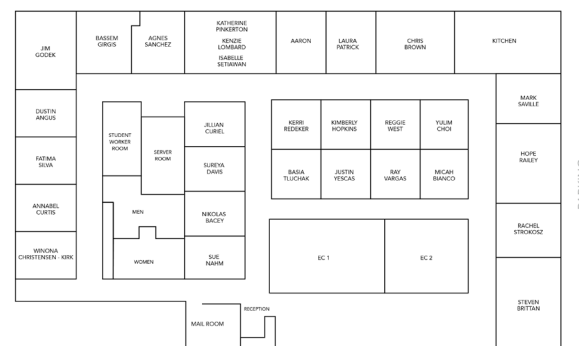
Woodshop

Tutor Labs

MAIN CAMPUS



ADMINISTRATION BUILDING



LIBRARIES

Dennis and Leslie Power Library
2222 Laguna Canyon Road

Big Bend Library
2825 Laguna Canyon Road

STUDENT LOUNGES

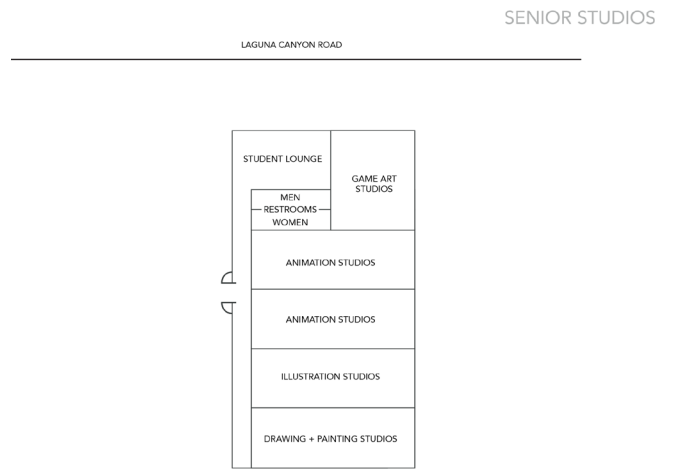
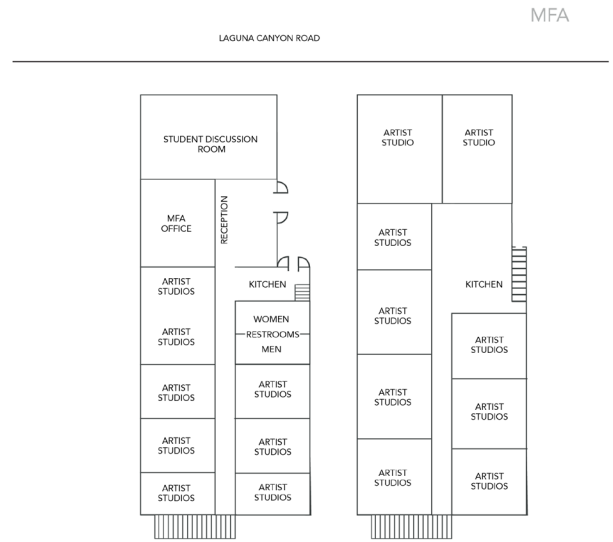
Main Campus and Big Bend

FOOD VENDORS STATIONS

Main Campus and Big Bend

NINA'S PARK

Main Campus
2222 Laguna Canyon Road



CAMPUS LIFE + STUDENT SUPPORT SERVICES



CAMPUS LIFE + STUDENT SUPPORT SERVICES

CAMPUS LIFE

Laguna College of Art + Design (LCAD) offers a dynamic and inspiring campus life that caters to the diverse needs of our students. Our historic Main Campus serves as the heart of our BFA Fine Arts, Entertainment Design, Illustration and Liberal Arts courses. This campus boasts state-of-the-art facilities, and studios designed for painting, drawing, illustration, and sculpture. Students have access to resources and amenities such as The Dennis and Leslie Power Library, the LCAD Writing Lab, the Fabrication Lab (FabLab), Tutor Labs, and Student Lounge and patio. Additionally, offices for LCAD Student Services, Career Services, Student Success and Academic Support, Campus Safety, and select faculty are conveniently located here. Nina's Park, a beautiful outdoor space, offers a versatile area for classes, student gatherings, special events, and more, providing a serene environment for studying, socializing, decompressing, and finding inspiration amidst nature.

LCAD's Main Campus is known for its peaceful spaces, perfect for students to unwind and reflect outside of their rigorous studio schedules. Whether you're seeking a quiet spot to study, a place to connect with peers, or a tranquil setting to recharge, Main Campus provides an ideal backdrop with its scenic beauty and natural environment.

Our Big Bend Campus, situated in the picturesque Big Bend area of Laguna Canyon Road, is the hub for LCAD's acclaimed BFA Animation, Experimental Animation, Game Art, and Graphic Design + Digital Media programs. Our Big Bend Campus features animation down-shooter studios, Cintiq studios, sound studios, and several computer labs. Students can benefit from essential services and amenities such as IT Print Services and Check-out, multiple student lounges, a student courtyard, faculty offices, and Matt Dawson's Memorial Park. This park offers another beautiful outdoor area where students can gather, study, socialize, and decompress while enjoying breathtaking canyon views.

At LCAD, both our Main and Big Bend campuses are designed to support and enhance the academic and personal growth of our students, providing vibrant and nurturing environments that foster creativity, collaboration, and inspiration.

CAMPUS ACCESS

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. Students must have their LCAD student ID to enter Big Bend and Main Campus studios/classrooms at all times.

HOURS OF OPERATION

ADMINISTRATION BUILDING

Monday - Friday - 8:30am - 5:00pm (Closed between 12:00pm - 1:00pm)

MAIN CAMPUS

Monday - Friday - 8:30am - 10:00pm

Saturday - 8:30am - 10:00pm

Sunday - 12:00pm - 8:00pm (studios MC8 & MC11 only)

BIG BEND

Monday - Friday - 8:30am – 11:30pm (no re-entry after 10:00pm)

Saturday - 9:00am - 11:30pm (no re-entry after 10:00 pm)

Sunday - 12:00pm - 6:00pm

SUZANNE CHONETTE EAST CAMPUS STUDIOS

Monday - Thursday - 8:30 am - 11:45 pm (no re-entry after 10:00pm)

Friday - 8:30am - 2:00am (no re-entry after midnight)

Saturday - 9:00am - 2:00am (no re-entry after midnight)

Sunday - 12:00pm - 12:00am (no re-entry after 10:00pm)

DENNIS AND LESLIE POWER LIBRARY

Hours are Monday through Thursday: 9:30am-8:00pm

Friday: 9:30am-5:00pm

First Saturday each month: 12:00pm to 5:00pm

BIG BEND LIBRARY

Hours are Monday through Thursday: 12:00pm-5:00pm

MFA STUDIOS

Open 24/7

NEW STUDENT ORIENTATION WEEK

Hosted by the Office of Student Life, our New Student Orientation Week is held the week prior to the start of the Fall semester. This essential program is designed to warmly welcome new students to our vibrant campus and introduce them to the LCAD community.

Throughout the week, you'll have the opportunity to meet LCAD's administration and faculty, explore our state-of-the-art studios and computer facilities, and become acquainted with our student support services. These introductions are vital in helping you transition smoothly into campus life and begin your artistic journey with us.

But it's not all formal! Our orientation includes a variety of fun, engaging activities where you can interact with your peers, fostering the formation of lifelong friendships. These activities are not only enjoyable but also integral to building a strong sense of community and belonging here at LCAD.

ACADEMIC CALENDAR

The academic calendar outlines the schedule of important dates and deadlines throughout the academic year. It includes information on the start and end dates of each semester, holidays, registration deadlines, and examination periods. For the most up-to-date academic calendar, please refer to the myLCAD portal or visit our website at www.lcad.edu.

RESIDENCE LIFE

One of the primary goals at LCAD is to help make your transition to college as smooth as possible. As such, it is our priority to assist you in finding the right housing for you, your needs, and your preferences. LCAD has services and resources within the Office of Student Life that will aid you in your housing process.

ON CAMPUS HOUSING

LCAD's Residence Life & Housing Office, along with the Residence Life staff and Residence Advisors, manage the vibrant community at LCAD's Residence Hall. Conveniently located at 775, 785, 787, and 793 Laguna Canyon Road, Laguna Beach, CA 92651, the Residence Hall is just 3/4 of a mile from LCAD's Main Campus and within walking distance to downtown Laguna Beach's shopping, dining, and boardwalk. This housing option is available to new freshmen and transfer students, offering fully furnished apartment-style units that accommodate up to 54 students.

Our dedicated residential community staff and college administration work together to foster a supportive environment that nurtures social, physical, and intellectual growth. Through various programs, the residential staff cultivates an academically stimulating atmosphere that encourages student growth and development. Each resident is expected to take responsibility for their own actions and contribute to maintaining a comfortable and safe living environment for all.

OFF CAMPUS HOUSING

Students seeking off-campus housing resources can reach out to LCAD's Residence Life & Housing Office. This office maintains rental information from local landlords and oversees the LCAD Roommate List. Additionally, students can find postings about roommates and available apartments on the LCAD Off-Campus Housing Facebook group.

These services are offered for the convenience of LCAD students. However, LCAD neither endorses nor investigates the quality or safety of off-campus housing, nor does it verify the backgrounds of landlords or individuals seeking roommates. It is the responsibility of students to conduct any necessary investigations independently.

For more information or assistance, please email housing@lcad.edu.

STUDENT LIFE

The Office of Student Life is dedicated to enriching your college experience through a wide range of co-curricular and extracurricular activities. Our offerings include campus-wide events, diverse programming, Student Organizations, and Student Government opportunities.

Notable past events include Halloween Spooktacular, Welcome Back BBQ, Student Art Market, Culture and Identity series, Coffee Wednesdays, and various community engagement opportunities.

Stay informed about upcoming events and opportunities by checking announcements on myLCAD, your email, and our social media platforms. We encourage you to get involved and make the most of your time here!

STUDENT ORGANIZATIONS

The Office of Student Life at LCAD invites you to dive into the vibrant world of student organizations! Whether you're a returning student or new to the campus, we've made it easy for you to get involved all year round, including the summer months. Ready to join the fun?

How to Register:

- + Head over to my.LCAD.edu to complete the registration process. It's quick, easy, and entirely online!
- + Remember, we do not accept email or paper submissions for the Student Organization Registration Form.
- + If you have any questions about the registration process, don't hesitate to contact us at studentlife@lcad.edu. We're here to help!

Explore Our Student Organizations:

BLACK STUDENT UNION: Celebrate culture and community.

INTERNATIONAL STUDENT CLUB: Connect with students from around the world.

WOMEN IN ANIMATION: Empower and support women in the animation industry.

LGBTQIA+ CLUB: A safe and welcoming space for LGBTQIA+ students.

PLEIN AIR CLUB: Get outside and create art in the great outdoors.

LCAD ANCHORED: Engage in various faith-inspired activities.

GAME DEVELOPMENT CLUB: Dive into the world of game creation and design.

ANIME CLUB: Connect with fellow anime enthusiasts and explore Japanese culture.

Joining a student organization is a fantastic way to meet new friends, develop new skills, and make the most of your LCAD experience. So, what are you waiting for? Register now and be part of something amazing!

For more information, reach out to the Office of Student Life at studentlife@lcad.edu. We can't wait to see you get involved!

STUDENT GOVERNMENT ASSOCIATION

The LCAD Student Government is a self-governing organization dedicated to enriching the personal, social, educational, and professional experiences of our students. Through the coordination of campus activities and community-building opportunities, the Student Government fosters a vibrant and inclusive campus environment.

Our student leaders meet weekly to plan events, discuss important issues, and communicate student concerns to faculty and staff. These meetings are a crucial part of our efforts to ensure that student voices are heard, addressed and are an integral part of LCAD's shared governance process. Students who wish to present topics or concerns at faculty meetings can do so by submitting a written request to the Chair of the Faculty Senate through the Director of Student Life, Vivian Ortiz at vortiz@lcad.edu.

The Office of Student Life serves as the bridge between the Student Body and the College, ensuring that student needs and perspectives are effectively communicated and considered. Through active participation in the Student Government, students develop valuable leadership skills and contribute to the overall enhancement of the LCAD community.

CAREER SERVICES

The Office of Career Services is dedicated to empowering students with comprehensive programs and resources aimed at fostering your professional growth and success. Our commitment is to equip you with the tools and support needed to navigate your career journey confidently.

At Career Services, we offer a variety of dynamic programs designed to enhance your career development. These include the Career Advancement Series, specialized Job Fairs tailored to your creative fields while in school, and engaging Industry Open House where you will network with professionals and gain industry insights in your major.

In addition to these events, students benefit from exclusive access to the LCAD Job Board, a robust platform featuring a wide array of internship and job opportunities. Our dedicated staff are also available to provide personalized guidance and assistance throughout your internship and job search process.

Whether you are seeking interview preparation, résumé and cover letter guidance, or career exploration advice, Career Services is here to support you every step of the way. We invite you to explore our resources and schedule appointments conveniently through myLCAD.edu.

INTERSHIPS FOR CREDIT

Internships are recommended for second semester juniors and seniors and may be undertaken during the fall, spring, or summer terms. To earn one unit of credit for an off-campus internship, students must satisfactorily complete a minimum of 50 hours of work. This requirement is comparable to a BFA class where 30 hours of instruction and 20 hours of out-of-class assignments are necessary.

The maximum number of internship credits a student may earn is six (6) units, with a limit of three (3) units per semester. Students who receive credit for an internship may also receive monetary compensation at the discretion of the internship site.

All internships must be registered through the Office of Career Services and require approval from the department chair for credit eligibility. Students are encouraged to consult with their department chair before accepting an internship. Make sure to regularly check the myLCAD job board for internship opportunities!

COMMUNITY ENGAGEMENT

At LCAD, students have opportunities to engage in both employment and volunteer activities that contribute to the vibrant Laguna Beach community. Through our Career Services and Student Life departments, LCAD students can actively participate in a variety of initiatives. These include cleaning our pristine beaches, providing community arts education, collaborating with local non-profit organizations, and supporting humanitarian efforts within Laguna Beach. Our community at LCAD strives to make a meaningful impact and enrich the lives of those in our local community through diverse and dedicated service initiatives.

WORKING ON CAMPUS

At LCAD, students have the ability to apply to student worker positions on campus. Examples of positions held by students are: Library Staff, Front Desk Reception, It Help Desk Staff, Teacher Assistants, Gallery Assistants, and more. For information on Federal Work Study, please see [FEDERAL WORK-STUDY](#) located in Student Financial Services.

STUDENT SUCCESS + ACADEMIC SUPPORT

At LCAD, we are committed to fostering an environment where every student can thrive academically, personally, and professionally. Our Student Success and Academic Support services are designed to provide you with the tools and resources needed to achieve your full potential. Below are support services we offer students.

STUDENT WELLNESS AND HEALTH

At LCAD we are committed to fostering a supportive and inclusive environment where every student can thrive academically, emotionally, and socially. We believe that student wellness is fundamental to success and happiness during your time with us.

Our commitment to wellness encompasses a holistic approach that values the well-being of the entire student body. We recognize that wellness is not just about physical health, but also includes emotional, social, and mental well-being.

We strive to create a community that promotes:

Physical Health: Encouraging healthy lifestyles through access to nutritious food options, physical activity, and resources for maintaining overall wellness.

Emotional Well-being: Providing support systems and resources to help students manage stress, navigate challenges, and build resilience.

Social Connection: Fostering a sense of belonging through inclusive activities, clubs, and organizations that encourage positive relationships and community engagement.

Mental Health: Offering counseling services and mental health resources that are accessible, confidential, and supportive of diverse needs.

Academic Success: Recognizing the connection between wellness and academic achievement, and providing resources to support academic goals while maintaining a healthy balance.

Cultural Sensitivity: Respecting and celebrating the diversity of our student body, and ensuring that wellness resources are inclusive and culturally sensitive.

We encourage all students to actively engage in their own wellness journey and to seek support whenever needed. Whether you are navigating academic challenges, personal growth, or simply seeking a listening ear, our dedicated staff and resources are here to support you.

PROFESSIONAL COUNSELING SERVICES

Our Professional Counseling Services are dedicated to supporting students during their academic journey. We offer short-term individual counseling to address various academic and personal challenges that may arise, including issues related to relationships, family dynamics, time management, stress, and disabilities. Throughout the academic year, our counselors conduct mental health workshops to enhance well-being, and when necessary, they provide referrals to appropriate mental health resources.

We prioritize your privacy and confidentiality to the fullest extent allowed by law. To schedule an appointment or inquire about office hours, please contact us at counselor@lcad.edu. We are here to assist you in navigating your personal and academic growth with empathy and professionalism.

DISABILITY SERVICES

LCAD is dedicated to ensuring equal access to educational opportunities for all students. Our disability services are located in the Office of Student Affairs, which oversees the approval and coordination of accommodations and support services for students with disabilities. These accommodations are intended to assist students in achieving both academic and personal success.

Our goal at LCAD is to empower students through self-advocacy and the utilization of available resources. The Academic Success & Accessibility Coordinator (ASAC), Lisa Villanueva, serves as a guide to support students on this journey.

Registration with disability services is voluntary and requires self-identification. However, accommodations are only provided upon completion of registration and submission of current documentation of the disability from an appropriate specialist or physician. All information and documentation are treated with strict confidentiality.

Students seeking academic support services related to disabilities must provide documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act. This documentation, which includes assessment reports, is confidential and kept on file with the (ASAC) Coordinator.

Acceptable forms of documentation include evaluations conducted by licensed healthcare or mental health professionals such as physicians, psychiatrists, psychologists, or school psychologists. High School Individual Education Plans (IEP) or 504 Plans are also accepted.

Possible accommodations may include, but are not limited to:

- + Priority Registration
- + Extended Time on Exams
- + Reduced Distraction Exam Rooms
- + Recording Lectures (with instructor approval)
- + Peer Note-Taking
- + Accommodation Letters to Professors

Accommodation decisions are made based on the nature and functional limitations of the student's disability, the specific courses taken, and whether the accommodation would fundamentally alter the course or program.

For questions regarding documentation or to schedule an appointment, please contact:

Academic Success & Accessibility Coordinator
Lisa Villanueva
2222 Laguna Canyon Road
949-376-6000 ext 279
lvillanueva@lcad.edu

DISABILITIES/AMERICANS WITH DISABILITIES ACT

LCAD is committed to complying with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the ADA, and applicable state and local regulations regarding students and applicants with disabilities. According to these laws, no qualified individual with a disability will be unlawfully denied access to or participation in any services, programs, or activities offered by LCAD. The College acknowledges that disabilities encompass various conditions such as mobility, sensory, health, psychological, and learning disabilities. Therefore, LCAD will provide reasonable accommodations to qualified individuals with disabilities, to the extent that doing so is feasible. However, accommodations that impose undue burden or fundamentally alter the nature of the service, program, or activity cannot be guaranteed. Students with a documented disability are encouraged to contact the Academic Success & Accessibility Coordinator at lvillanueva@lcad.edu before accommodations are required.

The Academic Success & Accessibility Coordinator will review documentation (or advise on necessary documentation) and issue a notification letter to relevant faculty. No accommodations can be granted by faculty without an official written request from the (ASAC) Coordinator. Please note that retroactive accommodations will not be provided, and all discussions will be kept strictly confidential.

STUDENT HEALTH AND INSURANCE

LCAD does not provide health insurance to its students, nor does it require that students demonstrate insurance coverage as a condition of enrollment. However, the college does provide no-cost virtual health services through Greater Change Health titled at LCAD as “LCAD Cares,” which allows students 24/7 virtual access to a crisis support team, as well as unlimited individual weekly sessions with board-certified professionals. Information about LCAD Cares can be found on myLCAD and through the School Counselor, Eva Norton at enorton@lcad.edu or counselor@lcad.edu.

While LCAD does not require health insurance, it is crucial to recognize the importance of having adequate coverage. Many activities both within and outside of college can lead to expenses and potential liabilities that insurance can help mitigate. It is your responsibility to ensure you have the necessary insurance coverage.

Parents/legal guardians may be a valuable resource for obtaining insurance coverage at potentially lower costs. Even if they reside out of state, they may be able to add you to their health, car, renter's, or homeowner's insurance policy.

Since 2014, the Affordable Care Act (ACA) offers coverage where students may qualify for subsidies under the ACA. For further details, please visit Covered California at www.coveredca.com.

Students residing in on-campus housing must adhere to the immunization requirements found in the IMMUNIZATION POLICY established by the Office of Student Life.

CAMPUS LABS

Our Campus Labs cater to a range of interests and academic needs, where we encourage exploration, experimentation, and collaboration, providing you with the resources you need to succeed academically and creatively.

CINTIQ LABS

Location: Big Bend Campus and East Campus

Our Cintiq Labs provide a seamless transition between the classical drawing, painting, and sculpting skills you'll learn in your foundational classes and the creation of art in the digital world. Each lab has 18 student workstations with high-definition Cintiqs and a teaching computer connected to a digital projector allowing your entire class to follow along with your instructor. Whether creating CG models, coloring animated scenes, painting textures, or life drawing, working with a stylus directly on the screen offers an intuitive experience so you can focus on doing your most creative work unhindered by technical limitations.

DOWN-SHOOTER LABS

Location: Big Bend Campus and EC2

Creating a convincing animated performance requires careful timing and spacing of images down to 1/24 of a second. The Down-Shooter Labs are dedicated student workspaces, so, during regularly scheduled hours, as a student of one of our Animation programs, you'll have unrestricted and uninterrupted access to the equipment you need to bring your work to life.

FABRICATION LAB (FABLAB)

Location: Main Campus, Room 8A

The LCAD Fabrication Lab is where creativity meets technology, a space for students to experiment, prototype, and innovate. Our lab is equipped with a variety of state-of-the-art tools and technologies, including:

- + Filament (FDM) and Resin (SLA) 3D printers
- + Laser Cutter
- + Vinyl Cutter
- + Vacuum Former
- + CNC Router
- + Digital Embroidery Machine
- + 3D Scanners

The Fab Lab is designed to provide hands-on experience in digital fabrication, support experimentation, and help students develop practical skills. We encourage all students to take advantage of this space to explore ideas, test concepts, and bring their creative visions to life..

SOUND STUDIOS

Location: Big Bend Campus

Whether you're creating narration for animatics, sound effects for games, or voices to bring your animated characters to life, the LCAD Sound Recording Studio at Big Bend provides high-quality audio facilities for your multimedia projects. The Studio is equipped with a recording and editing workstation using the latest Adobe software suite and a separate booth with professional microphones for actors to capture vocal performances.

WOODSHOP

Location: Main Campus, near the Sculpture Yard

The Woodshop and Paint Booth are hands-on creative spaces designed to support woodworking, finishing, and prototyping projects. The Woodshop is equipped with essential tools, including:

- + Table saw
- + Miter saw
- + Panel saw
- + Scroll saw
- + Drill press
- + Band saw
- + Belt sander

The Paint Booth provides a controlled environment for safe application of paints, stains, and finishes.

Usage Policy:

All faculty, staff, and students must complete a training session and pass a written exam before using the Woodshop or Paint Booth to ensure safety and proper equipment use.

How to Schedule Training:

To schedule an appointment for training, please contact the Lab Manager at fablab@lacad.edu

We encourage all students to take advantage of these spaces to explore woodworking and finishing techniques while maintaining a safe and productive environment.

STUDIO TUTOR LABS

Our Studio Tutor Labs are a dynamic and supportive environment designed to enhance your artistic and technical skills through peer-led mentorship. Our Tutor Labs are available throughout the week and cater to a wide range of subjects pertinent to your major. Led by experienced peer tutor mentors, these sessions provide personalized guidance in both technical training and traditional arts.

Technical Training

Our Tutor Labs offer hands-on training in industry-standard software to help you develop cutting-edge digital skills.

- + 3DS MAX: Master 3D modeling, rendering, and animation.
- + ZBRUSH: Learn advanced digital sculpting and painting.
- + 3D COAT: Explore texturing and digital sculpting.
- + SUBSTANCE PAINTER: Get proficient in texture painting and material creation.
- + PHOTOSHOP: Enhance your skills in image editing and digital painting.
- + PROCREATE: Create stunning artwork on your tablet.
- + AFTER EFFECTS: Dive into motion graphics and visual effects.
- + INDESIGN: Develop your layout and design skills for print and digital media.
- + PREMIERE PRO: Learn video editing and post-production techniques.
- + UNREAL ENGINE: Build immersive environments and interactive experiences.
- + UNITY: Create engaging games and interactive content.
- + TOONBOOM HARMONY: Animate characters and scenes with professional tools.

Traditional Arts

Our labs also focus on fundamental art skills that are essential for any artist. The subjects include:

- + **DRAWING:** Improve your technique and creativity.
- + **PAINTING:** Experiment with color, form, and composition.
- + **PERSPECTIVE:** Master the principles of spatial representation.
- + **ANATOMY:** Gain a deeper understanding of human and animal forms.
- + **COMPOSITION & COLOR:** Enhance your visual storytelling and color theory knowledge.
- + **SCULPTURE:** Develop your three-dimensional art skills.

Join us at the Studio Tutor Lab to refine your skills, expand your knowledge, and connect with fellow students who share your passion for art and technology. Whether you're seeking to advance your technical expertise or hone your traditional art techniques, our Tutor Labs are here to support your journey to artistic excellence.

WRITING LAB

Location: Remote Access and Main Campus

The LCAD Writing Lab is a free resource available to all LCAD students. Whether you need help with higher-order concerns like a paper, short story, script, artist's statement, thesis statement, or research integration, or lower-order concerns such as grammar, diction, style, tone, mechanics, and formatting, the Writing Lab is here to assist you. Utilizing the Writing Lab can enhance your writing and editing skills, often leading to better grades in your Liberal Arts coursework.

ONLINE AND IN-PERSON

The Writing Lab operates on Flipgrid and is also located on Main Campus by appointment. This allows you to submit your queries at any time, and a Writing Lab staff member will respond within 24 hours.

How to Use the Writing Lab

Join the Flipgrid: Use your LCAD email to join the LCAD Writing Lab Flipgrid at flip.com/02a74c8e.

Prepare Your Materials:

- + Assignment instructions
- + Previous drafts
- + Instructor comments
- + Prewriting materials
- + Your most recent draft (preferably in PDF format)
- + Specific questions or concerns (optional but recommended)

Submit a Flipgrid Video:

- + Detail your needs, struggles, and questions.
- + Attach relevant files (make sure permissions are set so staff can open them).
- + Note: Videos are private and only visible to Writing Lab staff.

Receive Feedback: A Writing Lab staff member will respond within 24 hours. If you prefer a live meeting, mention this in your video, and a staff member will contact you to schedule a session.

We look forward to working with you. For any questions, contact Norm Leonard at nleonard@lacad.edu.

PHOTOGRAPHY LAB

Location: EC2

The Photography Lab is a dedicated space designed to support students in developing their photographic skills and creativity. The lab is equipped with a variety of professional-grade equipment and resources to facilitate high-quality photographic and videography work. Please see the [Photo Lab Use Policy](#) for more information.

COMPUTER LABS

The computer labs at LCAD are essential resources designed to support your creative and academic endeavors. We aim to provide a conducive environment where you can enhance your skills, complete your coursework, and explore innovative digital tools. Please see the [Computer Lab Use Policy](#) for more information.

OPEN CAMPUS WORKSHOPS

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

ACADEMIC ADVISING

Our academic advisors, who are dedicated full-time faculty members and department chairs, play a crucial role in guiding and supporting you throughout your academic journey. Whether you're exploring majors, planning your course schedule, or seeking advice on career paths, our advisors are here to assist you. Your assigned advisor can be found at the top of your Academic Plan on selfservice.lacad.edu.

MEETING WITH YOUR ADVISOR

It is important for all students to meet with their academic advisor at least once per semester. These meetings are designed to ensure that you are on track with your academic goals, to discuss your progress, and to address any questions or concerns you may have regarding your studies. Your advisor will help you navigate the academic requirements of your chosen program and assist you in making informed decisions about your education.

ACADEMIC SUPPORT SERVICES

For additional support, Lisa Villanueva, our Student Success and Academic Support Coordinator, is available to assist any student who requires extra resources or accommodations. You can reach Lisa at lvillanueva@lacad.edu or visit her office [specify location]. Lisa can provide information about tutoring services, academic workshops, disability services, and other support mechanisms designed to enhance your academic experience.

GETTING THE MOST OUT OF ADVISING

To make the most of your advising meetings:

- + Come prepared with questions or topics you would like to discuss.
- + Review your degree requirements and course options before your meeting.
- + Be open to suggestions and advice from your advisor regarding your academic and career goals.
- + Follow up on any action items or recommendations discussed during your meeting.

WE'RE HERE TO HELP

At LCAD we are committed to your academic success. Our advisors and support staff are here to guide and empower you to achieve your academic and professional aspirations. Don't hesitate to reach out if you need assistance or have any questions.

ALUMNI RELATIONS

LCAD Alumni Relations offers valuable benefits to enhance career development, visibility, and networking opportunities for our community members. It fosters meaningful connections among LCAD alumni, faculty, and current students, promoting mutually beneficial relationships. By enriching alumni experiences and adding value to LCAD degrees, Alumni Relations encourages lifelong learning.

Participation is free for eligible individuals, and services are facilitated through the Office of College Advancement. For further details, please contact Vice President of Development, Mark Saville at msaville@lcad.edu.

ALUMNI AUDIT BENEFIT

LCAD Alumni have the benefit of returning to campus to audit one course free of charge per semester. Audits are not credit bearing. The Alumni audit is subject space availability. Please contact the Office of the Registrar at registrar@lcad.edu for assistance.

LIBRARY RESOURCES AND SERVICES

Welcome to the Dennis and Leslie Power Library, located at the heart of our Main Campus. Our library is home to an extensive collection of more than 33,000 resources catering to a diverse range of academic pursuits and interests.

Our collection boasts over 28,000 printed books covering various subjects, complemented by a wide-ranging periodical collection. We house more than 1,500 DVD and Blu-ray discs, art exhibition catalogs, a collection of rare and out-of-print books, and archives chronicling the history of our college over the past fifty years.

To support research and learning in the arts, we offer access to several art-related electronic databases and journals such as: Art and Architecture ePortal, ARTstor, Art Source (EBSCO), AskArt (Academic Edition), and Colourbox. Additionally, students and faculty benefit from resources like LinkedIn Learning, Academic OneFile, the EBSCO eBook Academic Collection, The Gnomon Workshop, Mango Languages, and the Hoopla streaming service.

For materials not currently available in our collection, our Interlibrary Loan service allows students and faculty to request books and articles for purchase or loan from other institutions. In addition to our comprehensive resources, the library provides quiet study and reading areas, as well as computer workstations available on a first-come, first-serve basis.

At our Big Bend Campus Library, students can access a specialized collection of over 2,800 items tailored to support programs and courses offered at Big Bend. The library also features a cozy reading area for students to relax with a good book. Throughout the academic year, the library hosts various events and instructional sessions to enrich the educational experience of our community.

To explore our catalog, databases, and additional information about our library, visit LCAD.edu/library. Whether you're diving into research, seeking study space, or attending one of our events, the Dennis and Leslie Power Library is here to support your academic journey.

IT HELP DESK SERVICES + TECHNICAL SUPPORT

The Big Bend Help Desk is available during all class times to assist you with technical issues. For fully remote instruction, our Technical Support staff can be reached virtually. You can contact the Help Desk by calling 949-715-8063 or by emailing support@lcad.edu. For more information, please visit my.LCAD.edu.

Services Provided:

- + Support for Campus Operated Systems: Assistance with email, self-service, FTP, and other campus systems.
- + Troubleshooting of Student-Owned Computers: Virus scanning, diagnostics, and repair of failed components.
- + Upgrades of Student-Owned Computers: RAM installation, HDD upgrades, and software installations.
- + Large Format Color Printing: High-quality printing services for your projects.
- + Equipment Checkout: Borrow digital SLRs, Wacom tablets, digital video cameras, lighting kits, laptop power adapters, and more.
- + AV Classroom Support: Technical assistance for classroom audiovisual equipment.
- + Password Reset: Help with resetting your passwords.

PRINT SERVICES AND EQUIPMENT CHECKOUT

At LCAD, we provide print services to support your academic needs. Here's what you need to know:

Black and White Printing: All black and white prints are complementary when using the designated student printers available on each campus. Each print job has a maximum limit of 20 sheets per print.

Print Lab Location: The main LCAD Print Lab is situated on our Big Bend Campus. This facility offers extensive printing capabilities to enhance your projects.

Color Printing: Color prints are available at the student's expense. Payments for color printing services must be made via Credit Card using the online print form at: <https://webprint.LCAD.edu/>

Printing Capabilities: Our print lab is equipped to handle a variety of printing needs, including:

- + Color laser prints
- + Inkjet prints
- + Sizes up to 36" x 60" for posters and large-format prints

We encourage all students to familiarize themselves with our printing policies to ensure smooth and efficient use of our print services. For more details or assistance, please visit the LCAD Print Lab or contact our support staff.

At the Print Lab, we offer a convenient equipment checkout program at no cost to you. You can borrow digital still cameras, digital video cameras, tripods, and Wacom Cintiq tablets, among other items. Please remember to return borrowed equipment on time to avoid late fees. If a fee remains unpaid, your borrowing privileges will be temporarily suspended until the amount is settled. If any equipment is lost or stolen while in your possession, you're responsible for promptly replacing it with comparable equipment at its current fair market value. We're here to help ensure you have access to the tools you need for your creative projects!

FOOD VENDORS STATIONS (SMARTMARKET)

Our Food Vendor Stations provide a convenient and cost-effective food option for students. Located on both Main Campus and Big Bend, these stations offer a variety of healthy and fresh food choices that cater to student's needs. Designed for self-service, students can quickly grab nutritious food choices and snacks between classes. The stations are replenished a couple times a week to ensure the freshest food is always available.

LCAD CAMPUS SHUTTLE SERVICE

The LCAD Shuttle provides convenient transportation between our campuses and designated stops in the Laguna Beach area. This free service is available to all students and faculty for seamless travel across our different locations.

Shuttle Route and Schedule:

Main Stops: The shuttle stops at Main Campus, Big Bend, South Campus, and Artisan Apartments in Laguna Beach.

Operating Hours: Monday to Friday from 7:45 a.m. to 10:30 p.m., and Saturday from 7:45 a.m. to 10:30 p.m.

We strongly encourage all members of our community to utilize the shuttle service when commuting between campuses or within the Laguna Beach area. It's a reliable and environmentally friendly way to travel, allowing you to focus on your studies and activities without worrying about transportation.

For more information about the shuttle routes and schedules, please visit myLCAD where you can locate the [LCAD Shuttle Schedule](#).

MYLCAD PORTAL

MyLCAD Portal is a comprehensive intranet platform designed exclusively for students and alumni, offering an extensive array of resources and information essential to their academic and professional journeys. This dedicated site serves as a centralized hub where users can access detailed information on student services, academic resources, and institutional processes like the Student Complaint Form. Key features include a robust Job Board that connects students with career opportunities aligned with their field of study, enhancing their professional development. Students may also submit forms online through the Registrar's tab: withdrawal, leave of absence, change of major, declaration of minor.

Additionally, myLCAD provides a wealth of career guide resources, equipping users with tools to navigate their career paths effectively. Available 24/7, the myLCAD portal ensures that students and alumni can conveniently access vital information and support tailored to their educational and career advancement needs. MyLCAD can be accessed through our college website www.lcad.edu.

SELF SERVICE PORTAL

The self-service portal serves as the College's Student Information System (SIS). Students can access their academic plan, informal transcripts, weekly class schedule, class grades, financial aid awards, and account information regarding tuition payments. The portal can be found through logging into myLCAD or at selfservice.lcad.edu

CANVAS

Courses at LCAD host materials, including their syllabus, on canvas.lcad.edu. Some courses also use Canvas to assign projects, provide materials, and track grades. See each course's syllabus for details at the start of each term.

CAMPUS POLICIES



CAMPUS POLICIES

ACADEMIC INTEGRITY POLICY

At LCAD, every member of our community, including students, faculty, and staff, is expected to uphold the highest standards of honesty in creating and sharing knowledge and artwork. Proper credit must be given for any material derived from sources beyond a student's own firsthand experience. If the material is not common knowledge among those working in the relevant field, it must be properly cited with the author, title, and page number, or detailed information for non-print sources such as artwork.

Plagiarism is defined as using another person's work—whether it be writing, ideas, research, graphics, programs, music, pictures, data, or other creative expressions—without giving full credit. Students are required to enclose direct quotes in quotation marks, cite appropriate sources, and provide citations when paraphrasing another person's ideas. Failing to credit sources for their words, ideas, or any other work constitutes plagiarism. All used sources of information must be properly cited.

This policy extends to resources found on the Internet. Just as with printed materials, students must cite any work, writing, words, or ideas taken from online sources. Visual information or graphics from websites must also be cited appropriately.

Academic Dishonesty is defined as Acts of academic dishonesty as outlined in the Student Code of Conduct. This includes but is not limited to, plagiarism, fabrication, and cheating.

If a student is accused of plagiarism or cheating, disciplinary actions will be determined by the instructor in coordination with the Department Chair as necessary. Students have the right to appeal any disciplinary action within ten (10) business days of notification by submitting a written appeal to the Dean of Academic Affairs, detailing the alleged violation and the grounds for challenging the disciplinary action.

Disciplinary actions for plagiarism or cheating may include, but are not limited to, a failing grade, academic probation, or dismissal. Note that if dismissal occurs, tuition refunds will not be issued. For further details, please refer to the LCAD Code of Conduct in this document.

CITATION GUIDELINES FOR STUDENTS

All students engaged in academic work are expected to follow proper citation practices and give credit for any ideas or information that are not their own. Proper citations in MLA style and a Works Cited page should accompany all work as required. Detailed citation information can be found on the Library website at www.lcad.edu/library-how-to/. Information that is common knowledge, such as historical facts or widely accepted scientific theories, does not need to be cited.

REQUIREMENTS FOR USING GENERATIVE AI:

Use of generative AI in coursework is at the discretion of the instructor. Faculty may choose to allow, limit, or prohibit the use of AI in their class. If use is permitted, any AI-generated text or media must be substantially modified before submission, and the majority of the work must represent the student's own contributions. AI use must be cited and acknowledged as part of the process.

- + Retain earlier versions of your text or media works to demonstrate your original contributions.
- + Save the prompt histories used in the generative AI applications (e.g., ChatGPT, Midjourney).

Failure to cite or acknowledge AI usage or to retain work process histories will make students susceptible to charges of academic misconduct.

ALCOHOL AND SUBSTANCE USE POLICY

LCAD is committed to providing a healthy, safe, and productive workplace. The college has created this Alcohol and Substance Abuse Policy to prohibit the manufacture, sale, purchase, transporting, furnishing, and possessing, of intoxicating liquor or illicit drugs by students and employees on College property or at College sponsored activities or events. 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.

The College may choose to serve alcohol at a LCAD-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 individuals 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.

Federal and State Law

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.

LCAD abides by federal and state laws regarding the use of illegal drugs and alcohol. It is a criminal offense:

- + To use, possess, cultivate, manufacture, sell or transfer illegal drugs, or to illegally use other drugs or prescriptions
- + For any person under the age of 21 to consume, purchase, or possess alcohol
- + To provide any alcoholic beverage to a person under the age of 21
- + To provide any alcoholic beverage to an obviously intoxicated person
- + To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others
- + To operate equipment or vehicles after consuming alcohol or drugs
- + To use false evidence of age and identity to purchase alcohol, or to have such false evidence in one's possession
- + A student's eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of an offense involving the possession or sale of illegal drugs

As a condition of employment, LCAD employees are expected to report to work in a condition that enables them to perform their job duties, with or without reasonable accommodation, in a safe manner that does not jeopardize their own safety or the safety of others. Employees are prohibited from being under the influence of controlled substances or alcohol while at work. "Under the influence" is a condition where an employee's sensory, cognitive, motor functions or job-related capabilities are affected, impaired, or diminished and may be exhibited through various behaviors including slurred speech, difficulty walking, red eyes, erratic or threatening behavior, the odor of alcohol, etc. (Note: Lawfully prescribed prescription drugs used in accordance with their instructions are not subject to this policy.)

Employees who unlawfully manufacture, distribute, dispense, possess or use controlled substances or unlawfully use, possess, or distribute alcohol in the workplace, on the campus, or as part of any LCAD activity or event will be subject to discipline up to and including termination of employment.

ALCOHOL AND DRUG USE RISKS

The use of alcohol and drugs can adversely affect one's health and severely impact one's ability to achieve academic and workplace success. According to the Center for Disease Control (CDC), 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, mood disorders, and alcohol and drug dependency
- + Certain forms of cancer
- + Cardiovascular, pulmonary and respiratory complications including high blood pressure, stroke, etc.
- + Sexual health including impotence and infertility
- + Risk of birth defects
- + Seizures, kidney disease, and liver diseases including cirrhosis of the liver

Pregnancy and Substance Use

- + **Marijuana Use During Pregnancy:** Using marijuana while pregnant can lead to babies being born with low birth weight, shorter length, and smaller head size.
- + **Effects of Marijuana on Babies:** Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. THC, the active ingredient in marijuana, can accumulate in breast milk and potentially harm the baby's development.
- + **Cocaine Use During Pregnancy:** Using cocaine during pregnancy increases the risk of severe bleeding and early delivery. Long-term cocaine use also raises the risk of miscarriage.
- + **Cocaine and Nursing:** Babies can receive cocaine through their mother's breast milk if she uses the drug.
- + **Inhalants, Solvents, and Alcohol:** Using inhalants or solvents along with alcohol during pregnancy can cause mental retardation and abnormal facial features in babies.
- + **Solvent Use During Pregnancy:** Using solvents while pregnant has been linked to central nervous system defects in newborns.

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 or Counseling Offices. These offices can provide you with someone with whom you may speak with confidentially as well as a list of current resources and referrals to assist you. 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 SUBSTANCE ABUSE HELP

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.
(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. (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.

Waymakers

A nonprofit resource building safer communities by helping people find their way. Whether redirecting youth offenders, helping sheltered children get back on track, unifying troubled families, resolving community conflicts or empowering victims of violence, Waymakers clears the path so clients can advance beyond crisis.
(949) 250-0488
www.waymakersoc.org

Partners4Wellness

As a leader in preventing substance use and mental illness in young people, Partners4Wellness empowers communities to take action. Through collaboration, education, and advocacy, the goal is to create healthier communities.
(949) 595-2288
www.partners4wellness.org

The Canyon Club in Laguna Beach

The mission of The Canyon Club is to support the recovery and rehabilitation of alcoholics and those affected by alcoholism. The Canyon Club provides a facility for 12 Step meetings, Al-Anon meetings, as well as a variety of educational, recreational, social, and other activities and events that support the Club's mission. The Canyon Club's doors are open to anyone who needs help or knows someone who does and is located at 20456 Laguna Canyon Road in Laguna Beach.
(949) 497-1823
www.canyonclub.org

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 in order of severity:

1. A formal warning;
2. Restricting the student's right to participate in one or more College activities;
3. Probation;
4. Suspension, which may include barring the student from the College premises for said time;
5. Permanent dismissal/expulsion from the College which may include permanently barring the student from College premises.

SAFE HARBOR POLICY

The College is committed to supporting students struggling with alcohol and substance abuse. We believe that students who are dealing with addiction or dependency deserve assistance without the fear of disciplinary action. Therefore, the College has implemented a Safe Harbor policy to encourage students to seek help proactively.

POLICY GUIDELINES:

1. Voluntary Disclosure and Assistance:

- + Any student who voluntarily discloses their alcohol or drug use, addiction, or dependency to College officials, outside the context of imminent drug testing or pending conduct sanctions, and seeks assistance will be protected under the Safe Harbor policy.
- + No conduct complaint will be pursued against the student based on this disclosure.

2. Behavioral Exceptions:

- + If a student's addiction or dependency results in behavior that endangers the safety and security of the surrounding community, the College may initiate a student conduct process despite the Safe Harbor policy.

Action Plan Requirement:

- + The student may be required to follow a written action plan designed to track their cooperation with the Safe Harbor program. This plan will outline specific steps and commitments to address their addiction or dependency.

Consequences of Non-Compliance:

- + Failure to adhere to the agreed-upon action plan will nullify the Safe Harbor protection. In such cases, the College will initiate the campus conduct process.
- + This policy aims to foster a supportive environment where students feel empowered to seek help and take proactive steps towards recovery, ensuring their well-being and the safety of the community.

PETS ON CAMPUS

To ensure a comfortable and safe environment for everyone, pets are not permitted on campus, including classrooms and administration buildings. Service animals and emotional support animals are welcome as part of reasonable accommodations for disabilities, in compliance with the Americans with Disabilities Act (ADA). Please see below for more details.

SERVICE ANIMAL POLICY

LCAD is committed to supporting students with disabilities who use service animals. Our goal is to balance this support with the health and safety of our campus community. This policy outlines the expectations and requirements for bringing service animals to LCAD.

Service animals are allowed in LCAD buildings and classrooms if they meet the ADA definition: any animal trained to perform tasks for an individual with a disability. Tasks may include guiding visually impaired individuals, alerting hearing-impaired individuals to sounds, providing protection, pulling a wheelchair, or retrieving dropped items.

Steps for Bringing a Service Animal to Campus:

1. Contact Disability Services: Students needing a service animal are asked to contact the Academic Success & Accessibility Coordinator (ASAC), Lisa Villanueva at lvillanueva@lcad.edu.
2. Registration: All service animals must be registered with the Office of Student Life.
3. Documentation: Provide current documentation from a medical or mental health professional that explains how the animal assists with the disability.

Requirements for Service Animals and Owners:

- + Vaccinations: Service animals must have current rabies and other common vaccinations and wear a rabies vaccination tag.
- + Licensing: Service dogs must be licensed according to state or county laws.
- + Identification: Service animals must wear an identification tag with the owner's name and phone number.
- + Health: Service animals must be in good health.
- + Control: Service animals must be on a leash, harness, or other restraint unless this interferes with their work or the owner's disability prevents using these devices. The owner must always be in control of the animal.

- + Behavior: Service animals must behave reasonably on LCAD property. Disruptive or aggressive animals may be removed from campus. Repeated issues may result in the animal being barred until the behavior is corrected.
- + Cleanliness: Owners must ensure their service animals are clean and well-groomed. Owners are responsible for cleaning up and disposing of all animal waste.

By following these guidelines, we can ensure a supportive and safe environment for everyone at LCAD.

EMOTIONAL SUPPORT ANIMAL POLICY

Definition and Contact Information:

Emotional support animals are not considered service animals as they are not trained to perform specific tasks for a disability. Emotional support animals are not allowed on campuses or classrooms.

Emotional support animals are only allowed in on-campus Student Housing.

For information on emotional support animals in on-campus housing, contact Housing at housing@lcad.edu.

Qualification Criteria: To qualify for an emotional support animal, students are asked to provide certification from a licensed healthcare practitioner who:

1. Has a valid, active license, including the effective date, license number, jurisdiction, and type of professional license.
2. Is licensed to provide services in the jurisdiction where the documentation is issued.
3. Has established a client-provider relationship with the student for at least 30 days before providing the documentation.
4. Completes a clinical evaluation of the student's need for an emotional support animal.
5. Informs the student that falsely claiming to own or train a guide, signal, or emotional support animal is a misdemeanor under Section 365.7 of the Penal Code.

To obtain the certification form, contact the Academic Success & Accessibility Coordinator (ASAC), Lisa Villanueva.

Requirements for Emotional Support Animals and Their Owners:

- + Animals must be immunized against rabies and other common diseases; vaccinations must be current.
- + Animals must wear a rabies vaccination tag.
- + Dogs must be licensed according to state or county laws.
- + Animals must wear an identification tag with the owner's name and phone number at all times.
- + Animals must be in good health.
- + Animals must be on a leash, harness, or other restraint unless the owner is unable to use one due to a disability.
- + Owners must maintain full control of their animals at all times and are responsible for their care and supervision.

- + Reasonable behavior is expected from animals on LCAD property.
- + Disruptive or aggressive animals may be removed from campus. Repeated improper behavior may result in the animal being banned from campus until corrective measures are taken.
- + Animals must be kept clean, and owners must clean and dispose of all animal waste.

COMPUTER LAB USE POLICY

Computer labs at LCAD are accessible for student use in both the Big Bend and Main Campus student lounges. Classroom computers are available during lab hours and when not scheduled for classes. Lab hours are available at the IT Print Lab each term. Computers are allocated on a first-come, first-served basis. Use of LCAD computers is restricted to current students, faculty, and staff.

IT Lab staff are present to assist with technical issues and basic computer tasks but do not provide support for academic or college-related tasks. Users must adhere to LCAD policies outlined in this handbook and posted in the labs. Access to LCAD computer resources is a privilege contingent on safeguarding account passwords and using resources appropriately.

To maintain a respectful environment:

- + Leaving computers logged in unattended is prohibited.
- + Food, drinks, and studio materials like sprays and paints are not allowed near computers.
- + Users may not install, modify, or delete software or bypass security systems.
- + Lab equipment may not be removed, modified, relocated, or disassembled without IT Lab staff permission.

Due to high demand, rendering of files during the day is not permitted unless authorized. Users must back up work on personal devices; the lab is not liable for lost data. Areas around computers must be cleaned before leaving.

During peak times:

- + Guests and alumni may be asked to vacate computers to accommodate waiting students.
- + Only course-related work is permitted when others are waiting.

You can find an in depth list of Computer Lab Use Policies on my.lcad [HERE](#). Any breach of LCAD policies may result in termination of lab access and referral to the Office of Student Affairs for disciplinary action by Computing Labs staff and Campus Security + Safety. By using LCAD computer labs, you agree to comply with these regulations and contribute to a conducive learning environment for all users.

CARE TEAM (CAMPUS ASSESSMENT, RESPONSE, EVALUATION TEAM)

At LCAD, we have a dedicated behavioral intervention team known as the CARE Team. The CARE Team is committed to identifying, addressing, and assisting students who may be at risk due to behavioral, psychological, or physical health concerns. Recognizing that these issues can impact a student's academic progress, the case management team collaborates with Academic Affairs to suggest appropriate academic interventions. The CARE Team also considers additional factors that may affect a student's overall college experience.

Anyone can submit an incident or concern about a student to the CARE Team by completing the Incident Report form, available [HERE](#).

CAMPUS 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 hang tag 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.” Please do not park in the fire zone (red curbs) or double-park, or you will be towed. The speed limit in the parking lot is 10 mph, except in front of the main building where it drops to 5 mph. You can sign up for a parking permit using my.lcad.edu.

COMPUTER NETWORK AND INTERNET ACCESS

The College owns the computer network, which is intended solely for legitimate College purposes. Users acknowledge that they have no right to privacy for any content they create, store, send, or receive using the College’s computer equipment or Internet access. By using the College network, users consent to the College personnel accessing and reviewing all materials generated, stored, sent, or received through any College network or Internet connection. The College reserves the right to monitor and log all activities on its computer systems, including but not limited to, visited Internet sites, email traffic, chat and newsgroups, file downloads, and all other communications sent and received by users. Additionally, the College may use software to identify and block Internet activities that hinder computer and network resources. The use of VPN or proxy/anonymizing software and/or services is not permitted on school-owned networks and may result in a complete ban from campus networks and IT resources. For more information, please see the IT Acceptable Use Policy.

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.

DEMONSTRATION/PEACEFUL PROTESTS

Peaceful Demonstration Guidelines

All currently enrolled students, both undergraduate and graduate, have the right to demonstrate on College premises. However, the College reserves the right to limit, disallow, or disband any demonstration that:

- + Incites immediate, violent action.
- + Represents violent actions that threaten or endanger the campus community.
- + Materially disrupts classwork or other College activities.
- + Causes substantial disorder.
- + Infringes on the rights of others.

Protected Rights:

While students' rights under the First Amendment, as applied by California law, will always be protected, the following limitations generally apply to demonstrations:

Access to Buildings:

Demonstrators entering campus buildings for orderly and peaceful demonstrations may not:

- + Enter or occupy rooms or offices.
- + Obstruct entry or exit, or restrict the free movement of persons.
- + Block hallways, doorways, stairs, or exits.
- + Materially interrupt or interfere with College business functions.
- + Remain in buildings after normal hours of operation.

Restricted Areas:

For safety and security reasons, demonstrators are not allowed to enter:

- + Residence halls.
- + Private offices.
- + Spaces where classes or private meetings are being held or are immediately scheduled to be held.
- + Libraries.
- + Facilities or areas containing valuable or sensitive materials, collections, equipment, records protected by law or existing College policy (such as educational, student-related, personnel-related, or financial records).
- + Security, utilities, or other facilities vital to the College's business functions.

Prohibited Activities:

Demonstrators must not:

- + Engage in illegal activities outlined in the Student Code of Conduct.
- + Violate the rights of others.
- + Harm or threaten to harm a person or property.
- + Violate College policy.

Any demonstration violating these guidelines may be discontinued or prevented by the administrator (or their designee) responsible for the space, or by the LCAD Campus Safety and Security team. Specifically, blocking entry to or exit from buildings, impeding free movement, engaging in harassing behavior, or inciting violent actions that threaten the campus community are prohibited under the Code of Student Conduct.

ENGLISH POLICY FOR INCOMING STUDENTS

All entering students at LCAD are required to take the English Diagnostic Exam administered before or during orientation. Only incoming students who have received an associates degree or higher from an American regionally accredited college or university are exempt from taking this exam. The exam takes approximately 60 minutes and involves a writing section and a reading comprehension test. Members of the English faculty, along with the Chair of Liberal Arts, will assess the exam and determine the appropriate placement according to a student's demonstrated level of reading and writing. Because writing is incorporated into all academic classes, strong writing skills are essential for success at LCAD.

To ensure success in the liberal arts, a student should enroll in two Liberal Arts/Art History courses per semester and adhere to the course sequence. English Composition and Critical Reasoning are to be completed by the end of the first year at LCAD. A BFA degree from LCAD implies a proficiency in the English language.

Please note that if English is not your first language, you might need several semesters of College Preparatory English before applying to LCAD.

LCAD Offers Several Levels of English Classes:

- + English Composition
- + Critical Reasoning (with English Composition as a prerequisite)
- + Creative Writing Workshops
- + Senior Capstone and Thesis Defense

FERPA PRIVACY ACT AND PARENTAL NOTIFICATION POLICY

Notice of Student Rights with Respect to Education Records (FERPA)

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.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

To other school officials, including teachers, within LCAD whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- + *To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))*
- + *To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)*
- + *In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))*
- + *To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))*
- + *To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))*
- + *To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))*
- + *To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))*

- + To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- + Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- + To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- + To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- + To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Other such exception permits LCAD to disclose your “directory information” consisting of the following:

- + Student Name
- + Address (campus, mailing, permanent, e-mail)
- + Telephone Numbers
- + Photograph
- + Major Field of Study
- + Enrollment Status (e.g. Undergraduate or graduate; class level, etc)
- + Dates of Attendance
- + Number of Units in which Enrolled
- + Anticipated degree and degree date
- + Degrees and Honors Received
- + Previous 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 from that point forward. You may also sign a student release for prospective employers, organizations, etc. on a case-by-case basis, which authorizes LCAD to release your information, accordingly.

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.

FIELD TRIPS

Field trips and off-campus programs including tours of galleries, working studios, or any other College related off-campus activities, domestic or international, 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 always conduct themselves in a professional manner during on and off campus activities. The Student Code of Conduct applies to all College events both on and off campus. Please see the FIELD TRIPS section for detailed information regarding field trips, travel, and global learning.

FOOD ACCESS

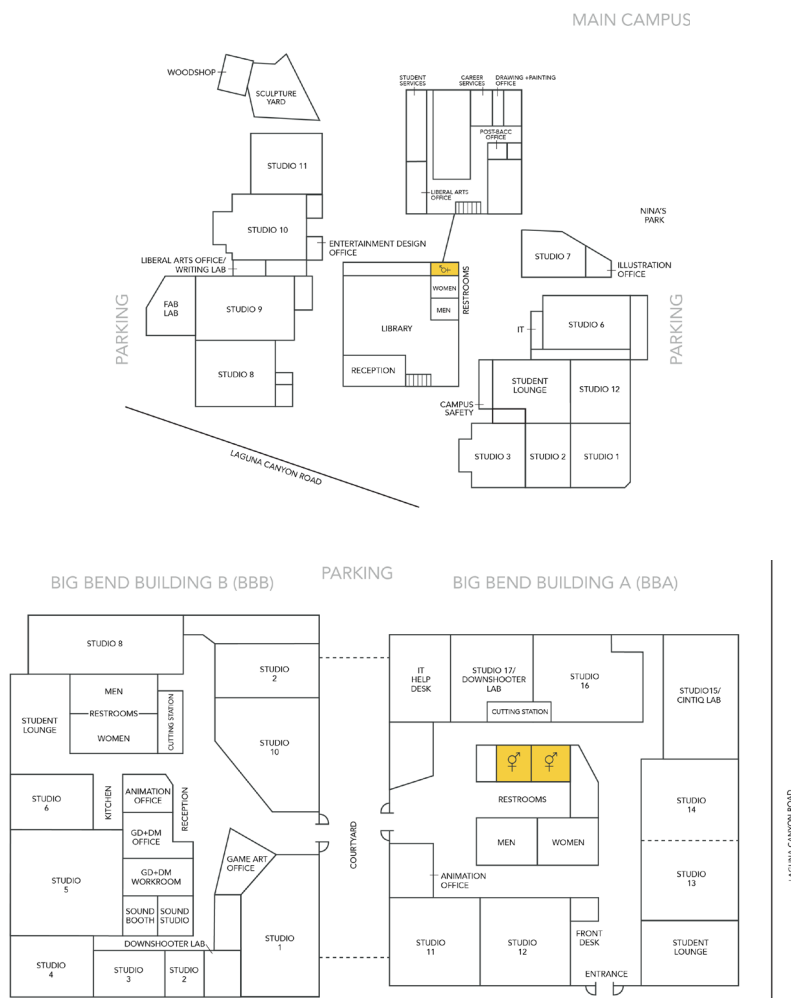
At LCAD, we recognize that food insecurity is a significant national issue affecting college students. To address this, the Office of Student Life offers various services to ensure that our students have access to nutritious food options.

Our Food Vendor Stations provide a convenient and cost-effective solution for students. These stations are located on both the Main Campus and Big Bend, offering a variety of healthy and fresh food choices. Designed for self-service, students can quickly grab nutritious meals and snacks between classes. The stations are replenished multiple times a week to ensure that the freshest food is always available.

In addition to our on-campus offerings, we also highlight local resources such as the **Laguna Food Pantry**, located just down the canyon from campus. The Laguna Food Pantry provides free groceries for pick up from Monday to Friday, 8:00 am - 10:30 am. For more information, please visit their website at [Laguna Food Pantry](#).

GENDER INCLUSIVE RESTROOMS

LCAD offers a total of 5 gender-inclusive restrooms across our campuses. These all-gender restrooms provide a safer and more comfortable environment, enabling individuals to choose the restroom that aligns with their identity without the fear of “policing” or scrutiny. As a college committed to fostering diversity and inclusion, it’s essential for us to collaborate as a community to implement changes that enhance our campus environment. Below is a map of our current restrooms across campus:



FREEDOM OF EXPRESSION

At Laguna College of Art + Design (LCAD), we are dedicated to cultivating an environment of free inquiry and personal expression. Our focus on art and design nurtures creativity, individual autonomy, and educational diversity, which guides our approach to academic freedom, honesty, privacy rights, and freedom of expression.

With these freedoms come responsibilities, and we expect all community members to uphold high ethical, social, and conceptual standards. Promoting responsible and effective engagement in debate, deliberation, and display is central to our educational mission.

Given LCAD's vibrant and diverse community, and our commitment to exploring and pushing the boundaries of expression, both in content and technique, conflicts between ideas and interpretations may arise. As such, ideas may be expressed that challenge individual sensibilities. It is not LCAD's role to shield individuals from ideas or works they find unwelcome, disagreeable, or offensive. While civility and mutual respect are highly valued, they cannot justify closing off discussions of controversial ideas. Instead, we encourage open discourse and invite all parties to engage with differing ideas thoughtfully and respectfully.

In essence, LCAD upholds the principle that debate, deliberation, or artistic display should not be suppressed merely because some or most find the ideas offensive, unwise, or immoral. It is up to individual community members to respond to ideas by contesting them openly, rather than by suppressing them.

LCAD prohibits the creation, display, and distribution of illegal material, expression that violates the law, falsely defames someone, constitutes a threat or harassment, invades privacy or confidentiality, or is incompatible with the College's functioning. Nonetheless, we guarantee all members the broadest possible latitude to speak, write, listen, challenge, create, and learn.

As part of our commitment to free expression, LCAD community members must respect this principle. While they may criticize and contest views and speakers, they cannot obstruct others' freedom to express differing views. LCAD is dedicated to promoting lively, fearless debate and protecting this freedom from undue restriction.

WHAT ARE THE EXCEPTIONS TO FREEDOM OF EXPRESSION?

At LCAD, Academic Freedom and Freedom of Expression are core values that inform everything we do. While these principles are fundamental, there are instances where exceptions might be necessary. This does not reflect a lack of commitment to these values but acknowledges the need to balance freedom with the responsibility to ensure the safety and well-being of our students, staff, faculty, and the broader community. To maintain the viability of the College and ensure that it remains a forum for meaningful expression, these considerations become essential.

In the rare instances where a member of the community is deemed to have overstepped, any investigation or intervention will begin with the assumption that the action was made without ill intent.

Below is a list of possible exceptions that are not absolute or comprehensive:

- + Disruption of Educational Activities: Restricting discussions or expressions that significantly disrupt classes, lectures, or other academic activities.
- + Maintaining a Safe Environment: Limiting expressions that incite violence, harassment, or threaten the safety and well-being of students, faculty, and staff.

- + **Compliance with Legal Obligations:** Ensuring that expressions do not violate laws, such as those related to hate speech, defamation, or intellectual property rights.
- + **Protecting Confidential Information:** Restricting the disclosure of sensitive or confidential information that could compromise the college's operations or the privacy of individuals.
- + **Preventing Campus Disruptions:** Managing expressions or activities that could lead to significant disruptions on campus, such as protests that block access to buildings or disrupt services.
- + **Adherence to Accreditation Standards:** Ensuring that expressions do not conflict with accreditation requirements or professional standards that the college must uphold.
- + **Upholding Institutional Values:** Restricting expressions that fundamentally conflict with the college's core values and mission, such as promoting discrimination or intolerance.
- + **Protecting Intellectual Property:** Limiting the distribution of proprietary educational materials or research without proper authorization.
- + **Preserving Public Image:** Managing expressions that could severely damage the college's reputation or relationships with key stakeholders, such as donors or partners.
- + **Operational Efficiency:** Ensuring that expressions or activities do not hinder the college's daily operations or the effective delivery of services.

IDENTIFICATION (ID) CARDS

To help you make the most of your time here, each student will receive a student identification card and lanyard. This card is your key to many benefits, including access to the library, secure areas on campus, and discounts at various local art supply stores and entertainment venues. Our LCAD Shuttle drivers may also ask to see your student ID card for identification.

You can pick up your ID card and lanyard from the Main Campus receptionist.

Wearing Your Student ID

We ask all LCAD students to wear their student ID card on their lanyard at all times while on campus. Your ID card is essential for entry into South Campus, Big Bend, and all Main Campus studios.

Lost ID Cards

If you happen to lose your ID card, don't worry! You can get a replacement for \$5.00 at the Main Campus Reception Desk between 8:30 a.m. and 5:00 p.m., Monday through Friday. Please report your lost ID card within 48 hours so we can assist you promptly.

Remember, keeping your student ID with you helps ensure your access to all the great resources and spaces at LCAD. All LCAD students are asked to report a missing student ID card within 48 hours of losing it. If you don't report it in time, your name will be sent to the Dean of Student Affairs for disciplinary action according to the Student Code of Conduct. If you have any questions or need assistance, feel free to reach out to the Main Campus receptionist.

Thank you for helping us keep LCAD a safe and welcoming place for everyone!

IMMUNIZATIONS

The following Immunizations are required for all students who will be living in the Residence Hall at Laguna College of Art + Design. The Immunization Record and Exemption Form must be submitted to LCAD Residence Life & Housing along with the signed Housing Agreement prior to move-in. LCAD reserves the right to cancel student housing for students who fail to submit required documents.

Required Immunizations:

- + M.M.R. (Measles, Mumps, Rubella) - Two doses at least one month apart are required if you were born after 1956.
- + TB Screening / Test

Other Immunizations strongly recommended but not required include:

- + Meningitis (Meningococcal)
- + COVID-19 + booster(s)
- + Influenza
- + Hepatitis B (3 total)
- + Hepatitis A (2 total)
- + Tetanus/Diphtheria (Recommended every 10 years) o HPV (Human Papillomavirus)
- + Varicella (Chicken Pox)

More Information about vaccines and exemptions can be found on our myLCAD portal under Student Life or by contacting studentlife@lcad.edu.

INFECTIOUS DISEASE POLICY

To help prevent the spread of infectious diseases, all students and staff must adhere to college requirements and public health directives. Non-compliance with these measures, including federal, state, and local health orders, is prohibited. Examples of violations include:

- + Not following college policies and procedures designed to reduce the risk of contracting or spreading infectious diseases.
 - + For example: Failing to isolate or inform the college if you exhibit symptoms or have tested positive for COVID-19.
 - + Not complying with the campus mask policy when instituted.
- + Not following specific actions required by a campus department, unit, or location to limit the spread of infectious diseases while participating in programs, activities, or using college facilities.

- + For example: Not following Residence Hall policies or posted signs related to infectious disease prevention in residence halls.
- + Not complying with directions from employees or public health officials regarding quarantine or isolation requirements, expectations, or guidelines. These directions may be given verbally, via email, through college announcements, etc.
- + For example: Attending class, work, or visiting someone's residence when instructed to quarantine or isolate due to exposure, symptoms, or test results.

INTERNATIONAL STUDENTS

At Laguna College of Art + Design (LCAD), we welcome students from around the globe and are committed to providing a supportive and inclusive environment for all. We understand that studying in a new country comes with unique challenges and exciting opportunities for cultural exchange and personal growth.

International students needing cross-cultural services or acculturation assistance are encouraged to reach out for support. Whether you need help adjusting to life in the United States, navigating cultural differences, or finding resources for academic and personal success, we are here to assist you.

For any cross-cultural services or acculturation assistance, please contact Dean of Student Affairs, Omar Zuwayed. Student Affairs is dedicated to ensuring that all international students feel welcomed, supported, and integrated into the LCAD community. You can reach them via email at ozuwayed@lcad.edu. **For Visa, I-20, travel endorsements, and employment and internship eligibility information please contact LCAD's Primary Designated School Official (PDSO), Christopher Brown at cbrown@lcad.edu or LCAD's International Student Specialist, Nikolas Bacey at nbacey@lcad.edu.**

LEGAL CHANGE OF GENDER

We are committed to supporting our students' identities and ensuring their records accurately reflect their true selves. If you need to update your gender on college records, please provide the Registrar at registrar@lcad.edu with one of the following documents: an original social security card, driver's license reflecting the change, passport, or court order that verifies your legal gender change.

Our Registrar's office will review and approve your documentation promptly. Once approved, your records will be updated to reflect the change. For your convenience and privacy, copies of the documentation will be securely retained in your academic file.

LEGAL CHANGE OF NAME

A student's "name of record" at LCAD is defined as the legal name under which the student was admitted to the College. Legal name is defined as the name verified by a birth certificate, marriage certificate, naturalization/citizenship certificate, social security card, passport, or court order. Students wishing to change their "name of record," under which they were admitted to the College, must provide the Registrar with legal documentation stating their new legal name. Please contact the Registrar at registrar@lcad.edu to initiate this process. The following is a list of acceptable documents for processing a legal name change:

- + Birth Certificate
- + Court Order
- + Government-Issued Photo ID (Driver License, Passport, Permanent Resident Card)
- + Marriage Certificate
- + Naturalization or Citizenship Certificate
- + Social Security Card

LOCKERS ON CAMPUS

Secure lockers are provided to students on a first come first serve basis to store class materials on campus. Lockers can be reserved through the Main Campus Administrative Assistant, Joelle McGhee at jmcghee@lcad.edu and are located in the Main Campus student lounge.

LOST AND FOUND ITEMS

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 should be turned in to the receptionist at the front desk of either Main Campus or Big Bend. 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.

MATERIALS AND CLASS SUPPLIES

Material lists for each class are available on your LCAD Canvas (LMS) course page before the start of each semester. While expenses vary depending on the course, we're here to support you in finding what you need. Although LCAD does not have an art supply store on campus, many local art stores offer discounts to our students. Be sure to present your LCAD student ID to take advantage of these savings.

If you encounter any challenges in purchasing class materials, please don't hesitate to reach out to your chair or advisor. We are here to help and support you in any way we can.

OPEN STUDIO POLICY

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 the case of remote instruction, studios and labs will be by appointment in accordance with the determined safety regulations. Special permission from Kerri Redeker at kredeker@lcad.edu must be requested for use during other than regular operating hours.

OUTSTANDING TUITION AND FEES POLICY

Students are required to settle outstanding balances on their account before becoming eligible to register for classes. Failure to do so will result in a STOP being placed on your account, which prevents class enrollment.

Policy Details:

Notification and Communication:

Students will receive notifications regarding outstanding balances via their official college email. It is the student's responsibility to regularly check their email for such communications.

Resolution of Account Holds:

To resolve a STOP on your account, full payment of the outstanding balance is required. Payments can be made online through the SelfService student portal or in person at the Bursar's office located in the Administrative Building.

Contact Information:

For assistance or inquiries regarding outstanding balances and payment options, please contact the Bursar's office:

Email: bursar@lcad.edu

Phone: 949-376-6000 ext. 228 or ext. 310

Office Hours: M- F 8:30 am to 5pm (Lunch from 12 noon to 1:00 pm)

Important Notes:

Delays in resolving outstanding balances may impact your ability to continue your studies and access essential services. Please address any issues promptly to ensure a smooth registration process.

Graduating seniors with an outstanding balance will not be permitted to remain in classes if the balance cannot be resolved.

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 by the student during the period of enrollment to publicize or promote the College and 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.

PHOTOGRAPHY LAB POLICY AND GUIDELINES

To ensure a productive and respectful environment for all users, please adhere to the following guidelines:

Reservation and Access:

- + The Photography Lab is available to all enrolled students. Reservations are recommended and can be made reserving the lab through the chair assistants on any campus.
- + Walk-ins are welcome, but priority will be given to those with reservations.

Equipment Use:

- + Treat all equipment with care and respect. Any damage or malfunction should be reported immediately to the lab supervisor.
- + Students are responsible for setting up and returning all equipment to its designated place after use.

Safety and Conduct:

- + No food or drinks are allowed in the lab to maintain a clean and safe environment.
- + Be mindful of others working in the space. Maintain a professional and considerate demeanor at all times.

Cleaning and Maintenance:

- + Please clean up your area after each use. Dispose of any waste properly and leave the space as you found it.
- + Follow all instructions provided for the proper maintenance and care of the equipment.

Support and Assistance:

- + Training sessions and workshops are periodically offered to help you get the most out of the lab's resources.
- + Please contact Kerri Redeker at kredeker@lcad.edu with any questions.

By using the Photography Lab, you agree to comply with these guidelines to ensure a positive experience for everyone. We are excited to see the creative projects you will produce and are here to support you in achieving your artistic goals.

PHOTOGRAPHY OF MODELS POLICY

To ensure respect and consent, we require that no photography of nude models be undertaken at any LCAD workshop, event, or inside a class without prior written consent from the model, instructor, and program chair.

POSTING/FLYERING/TABLING POLICY

The Office of Student Life at LCAD is dedicated to facilitating effective communication on campus by overseeing and assisting with the distribution of physical publicity materials such as flyers, posters, and tabling setups by registered LCAD student organizations, clubs, and individual students. Our aim is to ensure all parties can share information while maintaining community standards, safety, and well-being.

Tabling Process

To set up tabling, students and organizations must first obtain approval from the Office of Student Life. Requests should be submitted for review either via email at studentlife@lcad.edu or in person at the office located above the Main Campus (MC) reception, this is to ensure timing does not conflict with other campus events and activities. An email notification of approval status will be sent to applicants, along with support in accessing tables and chairs.

Posting Guidelines:

Adhesives: Use of tacks or masking tape only for affixing materials to surfaces. The use of scotch tape, clear tape, glue, or duct tape is prohibited to prevent damage.

Designated Posting Areas:

- + Display cases in the Main Campus and Big Bend courtyards.
- + Cork boards in the Main Campus and Big Bend lounges.
- + Board in the Residence Life student lounge.
- + Graffiti Wall on Main Campus

Unauthorized Posting:

- + Posters must not obstruct the visibility of other materials.
- + No use of materials that are not easily removable, such as stickers or spray paint.
- + No posting inside residential buildings without approval from the Residence Life Coordinator.
- + Posting inside campus bathrooms is not allowed.

Content Standards:

- + **Protection of Identity and Group Harm:** Materials must not target or harm any individual or group based on
- + protected characteristics such as race, ethnicity, gender identity, sexual orientation, and others.

Maintenance and Removal:

- + Posters are to be placed only on designated surfaces. Unauthorized flyers on walls, doors, or furniture must be removed promptly to avoid additional maintenance charges.
- + It is the responsibility of the poster owner to remove their postings in a timely manner following the event or expiration date.

Consequences of Non-Compliance: Violations and/or repeated violations of this policy may result in disciplinary actions in accordance with the college's (LCAD) disciplinary procedures. This may include removal of the offending material, academic sanctions, or other disciplinary measures appropriate to the violation and the individual's status as student, faculty, or staff.

PREFERRED PRONOUNS

LCAD is dedicated to fostering an inclusive campus that values self-expression and respects the diverse communities it serves. The College acknowledges that many students, faculty, and staff prefer using a chosen first name instead of their legal name, except when a legal name is required by law, technology constraints, or other essential reasons.

At LCAD, students can request to use a preferred first name and pronouns. To update your preferred first name and pronouns by filling out this form: [Preferred Pronoun Form](#) located on the myLCAD portal under Student Life Forms. LCAD retains the right to remove or deny a preferred first name if it is used inappropriately. This includes, but is not limited to, names containing offensive language, names submitted to avoid legal obligations, and names intended to create misrepresentation.

LCAD firmly expects community members to recognize and use an individual's pronouns and preferred first names when provided. These should be used whenever addressing or referring to any member of the LCAD community who has indicated such a preference.

If mistakes occur, we encourage individuals to apologize and correct themselves. However, deliberately using incorrect pronouns or refusing to acknowledge an individual's pronouns or name may violate the College's Non-Discrimination Policy. Purposefully misgendering someone is disrespectful and can lead to feelings of alienation, exclusion, and dysphoria. Community members are encouraged to report such behavior using the [College's Complaint Form](#).

PREFERRED NAME POLICY

Laguna College of Art + Design is committed to cultivating an inclusive, welcoming, and safe environment for students, faculty, and staff across the gender-identity spectrum. We understand that many members of our community use names and pronouns that differ from the information listed on their legal documents and have created this policy to honor the diversity of identities at LCAD. We encourage students, faculty, and staff to share their preferred pronouns upon meeting one another and expect all members of our community to respect and utilize each other's preferred names and pronouns.

Students may designate their preferred name and pronouns by filling out this form:: Preferred Name Form located on the myLCAD portal under Student Life Forms. Your preferred name, which is different than your legal name, will be used by LCAD in the following ways:

- + Class rosters
- + Student ID card
- + LCAD email address
- + Video/web-conferencing
- + On-campus Housing records
- + LCAD Canvas and Self-Service
- + Other LCAD documents and databases where a legal name isn't required by law

Preferred name changes will be processed by LCAD during breaks between semesters and will go into effect on the first day of classes. To ensure that your preferred name appears in the places listed above, you must fill out the Preferred Name Form in accordance with the dates listed below. Specific deadlines for each semester are included on the form. Students who submit the form after the deadline will wait until the following semester before their preferred name is updated in campus documents and databases.

- + Fall 25 – August 21st 2025
- + Spring 26 – January 22nd 2026
- + Fall 26 – August 27th 2026
- + Spring 27 – January 21st 2027

Preferred names are limited to alphabetical characters, a hyphen (-), and a space. Generally, you can designate any name as your preferred name. However, LCAD reserves the right to delete a preferred name if it is discovered that the name has been used inappropriately, as in misrepresentation or fraud.

Because of legal requirements, there are some documents on which a legal name must be used. Examples include:

- + Transcripts
- + Enrollment verification requests

- + Financial records
- + Employment and payroll records
- + Federal immigration documents
- + Tax forms
- + Refund checks
- + Financial aid documents

To change your name on those documents, students must obtain a legal name change through the court system. Information regarding how to do so can be found at: <https://www.courts.ca.gov/selfhelp-namechange.htm>. After you have obtained a legal name change, contact the Registrar at registrar@lcad.edu to initiate the process of updating all remaining LCAD documents and databases.

Please refer to the Legal Name Change policy in this section for information on how to finalize a legal name on campus.

PREGNANT AND PARENTING STUDENTS

LCAD is committed to supporting pregnant and parenting students in their educational journey, ensuring they can pursue their academic goals with full support. As part of this commitment, LCAD provides a private and secure lactation space on our campus. It's important to note that under Title IX regulations, schools cannot exclude pregnant students or those who have been pregnant from any educational program or co-curricular activities. LCAD is dedicated to fostering an inclusive campus environment where pregnant, nursing, and parenting students can actively engage in all aspects of campus life. If you are in need of services, please contact the Academic Success + Accessibility Coordinator, Lisa Villanueva at lvillanueva@lcad.edu

RELATIONSHIPS BETWEEN FACULTY/STAFF AND STUDENTS

The College prohibits all faculty and staff members, including graduate teaching assistants, and others involved in teaching activities, from engaging in or pursuing dating, sexual, or intimate relationships with students, including consensual relationships.

Faculty and staff members are in a position of trust and power with respect to a student's educational activities. Relationships with students can jeopardize the effective functioning of the College's mission by the appearance of unfairness in the exercise of professional judgment. This includes, but is not limited to, those students whom faculty or staff currently, or may in the future, instruct, mentor, evaluate, supervise, advise or exercise other forms of professional responsibilities toward (such as allocating resources, selecting students for scholarships and awards, and providing recommendations or references).

The purpose of this policy is to create and maintain a professional learning and work environment that is free from discrimination, harassment, and exploitation. This policy recognizes that there is often an inherent inequity in dating, sexual, or intimate relationships between faculty/staff and students. Such relationships often result in perceptions of favoritism, bias, harassment or discrimination that undermine academic achievements or decisions affecting students.

The College maintains a policy against discrimination and harassment including, without limitation, sexual harassment. Dating, sexual, or intimate relationships between faculty/staff and students may result in claims of sexual harassment and questions about the voluntariness of the relationship. Please refer to the College's policies on Sexual Harassment, Discrimination and Retaliation Prevention in the [TITLE IX](#) section of this document for more details.

RELIGIOUS ACCOMMODATIONS POLICY

LCAD respects the religious beliefs of all community members and supports their right to observe significant religious holy days, providing reasonable accommodations upon request. Students should inform their instructors of any religious observance conflicts with the academic schedule by the second week of the term and discuss suitable accommodations.

Instances and Absences:

Class Absence: Excused absences from scheduled classes due to religious conflicts on the same day. Travel for holidays does not count as an excused absence, and faculty are not required to accommodate such requests.

Missed Exam/Critique: Excused absences from exams or critiques scheduled on religious holy days. Accommodations may include rescheduling the exam or critique earlier or later. Faculty will set the content and conditions of make-up exams to ensure fair treatment. Travel-related absences are not excused.

Deadline Conflict: Reasonable accommodations for work due on religious holy days, allowing for early or late submission. Travel-related deadline conflicts are not excused.

Process and Expectations:

Students must notify faculty in writing (via email) as soon as the conflict is known, but no later than two weeks into the term. Faculty will forward the accommodation request to the Chair of their department and the Dean of Academic Affairs, then meet with the student to discuss suitable accommodations. Faculty and Chairs may consult the Dean of Academic Affairs office for guidance.

Absences due to religious observances will be excused. Students are responsible for staying up-to-date with course-work, exams, projects, and other requirements, submitting missed work by the agreed deadline.

Steps for Working with Professors:

1. Contact your instructors at the start of the term, review the syllabus, and identify potential conflicts.
2. Notify your instructors in writing (email) of the dates and times of your planned absences, no later than two weeks into the term.
3. Be prepared to discuss the relevance of your request.
4. Determine if you need to be absent for the entire class or part of it.
5. Suggest alternatives if you will miss a critical session.
6. Plan how to obtain missed information or materials, as absence does not excuse you from class expectations.

Appeals: If a student believes an accommodation is denied, they should first discuss it with their department Chair. If unresolved, the student should contact the Dean of Academic Affairs at academicaffairs@lcad.edu as the final authority. Students can seek advice or guidance from the Dean of Student Affairs at ozuwayed@lcad.edu.

RIGHT TO BE INFORMED

LCAD faculty, staff, and students, as integral members of the academic community, have the right to free access to information on policies and procedures involving campus security, the reporting of criminal actions and other emergencies, and the enforcement authority of security personnel. LCAD has the corresponding responsibility to publish or otherwise disseminate descriptions of programs regarding campus security and crime prevention, as well as statistics on the occurrence of specific crimes.

Notification of the annual security report is made by the College's Chief Safety and Security Officer, and the full report is posted on the College website each October at www.lcad.edu/student-life-campus-safety-annual-security-report/. For more information please see the [Campus Safety and Security](#) section of this document.

SMOKING POLICY

The City of Laguna Beach adopted a smoking ordinance that went into effect on June 23, 2017. The smoking ordinance prohibits smoking in all public places including common areas of multi-unit housing, hazardous fire areas and places of employment. The ordinance applies citywide to any indoor or outdoor public places, publicly or privately owned, including but not limited to sidewalks, streets, alleys, dining areas, plazas, beaches and beach access ways, parks, parking lots, parking structures, picnic areas, playgrounds, bike paths and hazardous fire areas.

Laguna College of Art + Design is committed to complying with the new smoking ordinance and creating a healthy, safe, and comfortable environment for all students, faculty, staff and visitors. To comply with this ordinance, smoking is now prohibited in all indoor and outdoor facilities on LCAD property. This includes Main Campus, South Campus, the Administration Building, Senior Studios, Big Bend, MFA Fine Art Studios, Student Housing, the LCAD Gallery and associated property for each site. The only exception is that students, staff, faculty and visitors may smoke in their own vehicle while on campus.

For purposes of this policy, smoking is defined as inhaling, exhaling, burning, carrying or possessing any lighted cigarette, cigar, pipe, electronic cigarette, hookah or other lit product and including the use of any substance.

Any violation of this policy by Students, Staff or Faculty may result in appropriate disciplinary action. Visitors who violate this policy will be asked to comply or leave our property and could be subject to a citation by Laguna Beach Police for violation of the City Ordinance should they refuse to comply.

SOLOMON AMENDMENT

In accordance with the Solomon Amendment, LCAD is required to disclose the name, address, phone number, date of birth, major, and class level of all enrolled students upon request of any branch of the military. The 1996 Solomon Amendment provides for the Secretary of Defense to deny federal funding to institutions of higher learning if they prohibit or prevent ROTC or military recruitment on campus.

STUDENT BEHAVIORAL STATEMENT

As members of the LCAD community, students are expected to behave responsibly at all times. The College expects and trusts its students to be honest in their studio, classroom, and community endeavors. Students are expected to assist in maintaining an environment that supports effective teaching and learning, and a culture of civility and respect for others. Any behavior that disrupts or interferes with the functioning of a classroom, studio, or College-sponsored off-campus venue may therefore result in students being asked to leave the class. In addition, students may be subject to disciplinary action as per the Code of Student Conduct.

STUDENT CONDUCT, COMPLAINTS, AND APPEALS

Students are expected to conduct themselves in a manner that aligns with the College's artistic and educational mission. The Code of Conduct, detailed later in this handbook, outlines the behavioral standards, procedures for addressing alleged violations, and the rights to appeal decisions.

If you have a complaint or concern, you should first attempt to resolve it directly with the involved parties when appropriate. Often, a one-on-one discussion is the most effective approach. However, if you are unable to resolve the issue this way, or if you believe it is not suitable, you should submit a formal complaint. The [Student Complaint Form](#) is available at my.lcad.edu.

STUDENT EMAIL

Your LCAD email is your lifeline to all official college communications. Whether it's important updates from Faculty, Financial Aid, Student Life, or the Registrar, you'll find everything you need right in your inbox. IT does not recommend subscribing to personal services using your @lcad.edu email address. Make sure to check your LCAD email regularly to stay informed and connected with campus life. Your success starts with staying in the loop!

STUDENT COMPLAINT POLICY

LCAD aims to adhere to College's policies as well as all relevant federal, state, and local laws as a post-secondary, non-profit, independent institution. If a student or applicant feels that the College or its members have breached these policies or legal requirements, they are encouraged to submit a complaint. The College is committed to resolving complaints lawfully, fairly, consistently, and confidentially through informal means. However, formal resolution options are available if necessary.

The Student Complaint Procedure aims to address student grievances concerning College policies, programs, and services. This process ensures that students can exercise their due process rights through a straightforward and understandable method.

Any LCAD student, or an individual acting on behalf of a student, may submit a complaint. All LCAD faculty and staff are required to avoid any form of retaliation or threats against a student who files a complaint.

The Student Complaint Procedure is divided into two sections: internal complaints (within LCAD) and external complaints (to agencies outside of LCAD). For internal complaints related to student education records, academic or behavioral issues, harassment, sexual harassment, or grade disputes, students should refer to the [STUDENT CODE OF CONDUCT](#) for detailed procedures.

INTERNAL COMPLAINT PROCEDURE

1. Informal Complaint

Students are encouraged to initially address their concerns or complaints informally if appropriate. This involves communicating their issues directly to the relevant faculty or staff member. Informal complaints can be made either verbally or in writing. Students may also request the involvement of the faculty or staff member's supervisor in this informal resolution process. For guidance on initiating an informal complaint, students should consult the Dean of Student Affairs.

2. Formal Complaint

If a student finds the results of the informal process unsatisfactory or if the complaint is of a serious nature, they may file a formal complaint. This formal complaint expects the College to conduct an official investigation and deliver a written summary of its findings and any subsequent actions. Generally, students are expected to complete the informal process before starting the formal complaint procedure.

To make a formal complaint, see the online student complaint form on myLCAD at [Student Complaint Form](#). Using the form helps to ensure that full information is provided and makes it easier for the College to respond to the student's concerns. However, students can also use their own format for writing their complaint and then email studentaffairs@lcad.edu or by mailing a letter to 2222 Laguna Canyon Road c/o Student Affairs.

The Student Complaint Process flow chart can be accessed at <https://my.lcad.edu/complaint-process/>

EXTERNAL COMPLAINT PROCEDURE

If a student believes their complaint requires additional attention and pertains to the College's adherence to academic program quality and accreditation standards, they should contact the WASC Senior College and University Commission (WSCUC) at <http://www.wascsenior.org/comments>. WSCUC is the main accrediting body for Laguna College of Art and Design (LCAD). Complaints that a student feels need further review after LCAD and WSCUC have addressed them can be submitted to the Bureau for Private Postsecondary Education (BPPE) for further examination.

A student may file a complaint with the Bureau for Private Postsecondary Education (BPPE) using their complaint form. The Bureau may review and act on the complaint as appropriate or refer it to a suitable state agency or entity for resolution (such as WSCUC, ACPE, California Student Aid Commission, Attorney General's office, various state licensing bodies) or request reconsideration by LCAD. The Bureau is responsible for determining whether a referred complaint is still pending or has been resolved.

The (BPPE) can be contacted at:

P.O. Box 980818

West Sacramento, CA

95798-0818

Phone: (916) 431-6959 or (888) 370-7589

FAX: (916) 263-1895

Email: bppe@dca.ca.gov <http://www.bppe.ca.gov>

If a student believes their complaint requires further attention and relates to the handling of their education records, they may file a complaint with:

Family Policy Compliance Office

US Department of Education
400 Maryland Avenue
SW, Washington, DC
20202-4605

Most complaints made to media outlets or public figures, including members of the California legislature, Congress, the Governor, or individual trustees of LCAD, are referred to the College President's Office. Nothing in this disclosure limits any right you may have to seek civil or criminal legal action to resolve your complaints.

LCAD has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b). If any information in this disclosure is outdated, please notify the Dean of Academic Affairs at:

academicaffairs@lcad.edu

SUSTAINABILITY

LCAD aligns with the United Nations 17 Sustainable Development Goals, as it represents a comprehensive blueprint for achieving a more sustainable and equitable world. As artists and designers, we have a responsibility to interpret, adapt and transfer our skills with a sustainable mindset and practice. We empower our students to create solutions that balance environmental, social, and economic factors to meet present needs without compromising future generations. This ensures that the things we create are not only functional and aesthetically pleasing but also environmentally responsible. Sustainability considers the human aspect by fostering inclusivity, safety, and well-being. LCAD works diligently to live up to its mantra that states: We make art and design inseparable from planetary health.

Our commitment to sustainability is reflected in our curriculum, and through coursework and collaborations with corporate and institutional partners and sponsors. It is also evidenced in the way we treat the beauty of the land and spaces we inhabit. Through our everyday practices - including eliminating single-use plastics on campus - we strive to reduce our ecological footprint and encourage our students, faculty, and staff to actively participate in a sustainable way. Join us in our mission to protect and preserve our precious planet for generations to come.

UNCLAIMED STUDENT WORK

LCAD kindly requests that students collect any materials or work before graduating, withdrawing, being dismissed, or leaving for summer vacation. Unclaimed items may be disposed of to maintain a safe and orderly environment. To ensure the safety and efficiency of the College, any work blocking fire exits, left in hallways, or stored in non-designated areas will be removed without notice. Please note that the College cannot be held responsible for the loss, theft, or damage of student work at any time. Thank you for your understanding and cooperation.

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.

STUDENT CODE OF CONDUCT



STUDENT CODE OF CONDUCT

SECTION I: PHILOSOPHY STATEMENT

The LCAD community is dedicated to creating a campus environment that promotes academic inquiry, productive campus life, and thoughtful study and discourse. The student conduct program within the Office of Student Conduct aims to provide an educational and developmental process that balances the interests of individual students with those of the LCAD community.

Our community is built on shared values and principles. At LCAD, student members are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within core values that include integrity, social justice, respect, community, and responsibility.

Each member of the LCAD community is responsible for their conduct and must assume reasonable responsibility for the behavior of others. When community members fail to exemplify these five values by violating the rules, campus conduct proceedings are used to enforce the Code of Student Conduct.

The student conduct process at LCAD is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are designed to challenge students' moral and ethical decision-making and help them align their behavior with our community expectations. If a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct processes are conducted with fairness to all but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of LCAD policy without evidence showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and the cumulative conduct history of the student.

SECTION II: JURISDICTION

Students at LCAD are provided a copy of the Code of Student Conduct annually via a link on the LCAD website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including law students and all LCAD-affiliated student organizations. For student conduct purposes, LCAD considers an individual to be a student when an offer of admission has been extended and as long as the student has a continuing educational interest in LCAD.

LCAD retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, or graduate. All sanctions must be satisfied before re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the student has graduated, LCAD may invoke these procedures and, if the former student is found responsible, may revoke that student's degree.

The Code of Student Conduct applies to behaviors that occur on campus, at LCAD-sponsored events, and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial LCAD interest. A substantial LCAD interest is defined to include:

- + Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others;
- + Any situation that significantly impinges upon the rights, property, or achievements of themselves or others or significantly breaches the peace and causes social disorder;
- + Any situation that is detrimental to the educational mission or interests of LCAD.

The Code of Student Conduct may be applied to behavior conducted online, via email, or other electronic medium. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. LCAD does not regularly search for this information but may take action if such information is brought to the attention of LCAD officials. However, most online speech by students not involving LCAD networks or technology will be protected as free speech and not subject to this Code, with one notable exception:

- + A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers, and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of LCAD may seek resolution of violations of the Code of Student Conduct committed against them by members of the LCAD community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for LCAD officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit LCAD's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to Campus Police. A responding student facing an alleged violation of the Code of Student Conduct is not permitted to withdraw from LCAD until all allegations are resolved.

LCAD email is the primary means of communication with students. Students are responsible for all communication delivered to their LCAD email address.

SECTION III: IMPORTANT DEFINITIONS

Accused or Responding Student - is any student who has had disciplinary action and charges filed against them by the Office of Student Conduct.

Administration or staff - is defined as non-faculty members appointed by the college.

Alleged impacted party - the term “Impacted Party” is used to describe an individual who has experienced harm, adverse effects, or negative consequences as a result of another individual’s actions or behaviors. This term is often preferred over “victim” as it emphasizes the experience of the individual without the connotations of helplessness or passivity. It acknowledges the person’s agency and the impact of the incident on their life, focusing on the effects and the necessary support and resolution processes.

Charge - is a determination that the College has reasonable grounds that a student or student organization has committed.

Complainant or complainant party - is anyone who has filed a complaint with the Office of Student Life and Conduct alleging a violation of misconduct by a LCAD student.

College or School - is Laguna College of Art + Design.

College property - means buildings, facilities, property or lands that are owned, leased, operated, controlled or supervised by LCAD.

College Event or Activity - means any event or activity, including but not limited to meetings, functions, gatherings, involving LCAD that occurs on or off campus. Including but not limited to events or activities sponsored, approved, promoted, held or hosted by LCAD.

Conduct Standing - Conduct standing refers to the student’s current disciplinary status at the College related to the conduct process. Being in good conduct standing indicates that at the current point in time, a student does not have any pending conduct incidents, does not have an outstanding sanction to be completed, and who is not on active university probation, suspension, or expulsion. Students on active disciplinary probation are still considered to be in good conduct standing at the College as long as they have completed all educational sanctions and do not have any pending conduct incidents.

Contested 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.

Day - The term “day” refers to a business day and any day that is not a Saturday, Sunday, or a public holiday. It typically refers to the days when businesses and financial institutions are open and operational. Business days are usually considered to be Monday through Friday.

Hearing - means a meeting designed for the Conduct Committee to review and determine if violations to the Code occurred.

Misconduct - can be academic, social, criminal or civil in nature. Keep in mind that this is not an exhaustive list.

Policy - is any written policy, procedure, standard, regulation, rule or student conduct expectation adopted by the College, as the same may be amended, modified, or replaced from time to time.

Respondent - is the party or person to whom a report or complaint has been filed against.

University or College Official - is Any person employed by the College to perform administrative, instructional, or other professional duties.

Witness - is anyone with knowledge pertaining to an alleged violation of the LCAD Student Code of Conduct.

SECTION IV: VIOLATIONS OF THE LAW

Alleged violations of federal, state, and local laws may be investigated and addressed under the Code of Student Conduct at LCAD. When an offense falls under LCAD's jurisdiction, the conduct process will usually proceed regardless of any criminal complaint arising from the same incident.

Interim Suspension

LCAD reserves the right to impose an interim suspension upon notification that a student is facing a criminal investigation and/or complaint. Additional grounds for interim suspension are outlined below, in section VIII - i. Interim suspensions are typically imposed until a hearing can be held, usually within two weeks. Within that period, the suspended student may request an immediate hearing from the Dean of Student Affairs to show cause why the interim suspension should be lifted. This hearing may resolve the allegation or determine if the interim suspension should continue. The interim suspension may be maintained if a danger to the community is posed, and the College may be delayed or prevented from conducting its own investigation due to the ongoing criminal process. In such cases, the College will delay its hearing only until it can conduct an internal investigation or obtain sufficient information independently or from law enforcement. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the LCAD process.

Voluntary Leave of Absence for Students Accused of Crimes

Students accused of crimes may request to take a leave from LCAD until the criminal charges are resolved. The procedure for voluntary leaves of absence is subject to the following conditions:

The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial.

The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence.

The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and comply with all imposed sanctions.

SECTION V: CORE VALUES, CONDUCT, AND BEHAVIORAL EXPECTATIONS

LCAD considers the behavior described in the following subsections as inappropriate for the LCAD community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. LCAD encourages community members to report to LCAD officials all incidents that involve the following actions. Any student found to have committed or attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

Integrity

LCAD students exemplify honesty, honor, and respect for the truth in all their dealings. Behavior that violates this value includes, but is not limited to:

1. **FALSIFICATION:** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.
2. **ACADEMIC DISHONESTY:** Acts of academic dishonesty as outlined in the Academic Integrity Policy.

3. **UNAUTHORIZED ACCESS:** Unauthorized access to any LCAD building (e.g., keys, cards, etc.) or unauthorized possession, duplication, or use of means of access to any LCAD building, or failing to report a lost LCAD identification card or key promptly.
4. **COLLUSION:** Action or inaction with another or others to violate the Code of Student Conduct.
5. **TRUST VIOLATIONS:** Violations of positions of trust within the community.
6. **ELECTION TAMPERING:** Tampering with the election of any LCAD-recognized student organization (minor election code violations are addressed by the SGA).
7. **TAKING OF PROPERTY:** Intentional and unauthorized taking of LCAD property or the personal property of another, including goods, services, and other valuables.
8. **STOLEN PROPERTY:** Knowingly taking or maintaining possession of stolen property.

Community

LCAD students build and enhance their community. Behavior that violates this value includes, but is not limited to:

9. **DISRUPTIVE BEHAVIOR:** Substantial disruption of LCAD operations, including obstruction of teaching, research, administration, other LCAD activities, and/or other authorized non-LCAD activities which occur on campus.
10. **RIOTING:** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
11. **UNAUTHORIZED ENTRY:** Misuse of access privileges to LCAD premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from an LCAD building.
12. **TRADEMARK MISUSE:** Unauthorized use (including misuse) of LCAD or organizational names and images.
13. **DAMAGE AND DESTRUCTION:** Intentional, reckless, and/or unauthorized damage to or destruction of LCAD property or the personal property of another.
14. **IT AND ACCEPTABLE USE:** Violating the LCAD Acceptable Use and Computing Policy, found online.
15. **GAMBLING:** Gambling as prohibited by the laws of the State of []. (Gambling may include raffles, lotteries, sports pools, and online betting activities. For more information, see the Student Handbook, "Community Standards").
16. **WEAPONS:** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun-chucks, throwing stars, or knives with a blade longer than 2 inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on LCAD property.
17. **TOBACCO:** Smoking or tobacco use in any area of campus [or smoking or tobacco use in any area of campus where smoking or tobacco use are prohibited].

18. FIRE SAFETY: Violation of local, state, federal, or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages LCAD or personal property or causes injury.
- b) Failure to evacuate an LCAD-controlled building during a fire alarm.
- c) Improper use of LCAD fire safety equipment.
- d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on LCAD property. Such action may result in a local fine in addition to LCAD sanctions.

19. ANIMALS: Animals, with the exception of those that provide assistance (e.g., seeing-eye dogs), and pets as outlined in the Residence Life Handbook and the College's Pet Policy, are not permitted on campus except as permitted by law.

Social Justice

Students at LCAD recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

20. DISCRIMINATION: Any act or failure to act based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from LCAD's educational program or activities.

21. HARASSMENT: Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.

- a) **Hostile Environment:** Sanctions can and will be imposed for the creation of a hostile environment only when [unwelcome] harassment is sufficiently severe, pervasive (or persistent), and objectively offensive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from LCAD's educational or employment program or activities.

22. RETALIATORY DISCRIMINATION OR HARASSMENT: Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a civil rights grievance proceeding or other protected activity [under this Code]. Please see the section on the College's Equal Opportunity, Non-Discrimination, Harassment, Title IX Policy [Here](#).

23. BYSTANDING

- a) Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law at LCAD.
- b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members at LCAD.

- 25. ABUSE OF CONDUCT PROCESS:** Abuse or interference with, or failure to comply in, LCAD processes, including conduct and academic integrity hearings, includes but is not limited to:
- a. Falsification, distortion, or misrepresentation of information.
 - b. Failure to provide, destroy, or concealing information during an investigation of an alleged policy violation.
 - c. Attempting to discourage an individual's proper participation in or use of the campus conduct system.
 - d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding.
 - e. Failure to comply with the sanction(s) imposed by the campus conduct system.
 - f. Influencing or attempting to influence another person to commit an abuse of the campus conduct system.
- 26. RESPECT:** LCAD students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:
- 27. HARM TO PERSONS:** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
- 28. THREATENING BEHAVIORS**
- a. Threat: Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b. Intimidation: Implied threats or acts that cause a reasonable fear of harm in another.
- 29. BULLYING AND CYBERBULLYING:** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
- 30. HAZING:** Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, discourage, or report those acts may also violate this policy (see LCAD Student Handbook, "Community Standards").
- 31. INTIMATE PARTNER/RELATIONSHIP VIOLENCE:** Violence or abuse by a person in an intimate relationship with another.
- 32. STALKING:** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

33. **SEXUAL MISCONDUCT:** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (College's Sexual Harassment, Non-Discrimination, and Retaliation Prevention, Title IX Policy for further information).
34. **PUBLIC EXPOSURE:** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility

LCAD students are given and accept a high level of responsibility to themselves, others, and the community. Behavior that violates this value includes, but is not limited to:

35. **ALCOHOL:** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law, see LCAD's Alcohol and Illegal Substance Use Policy for detailed information.
36. **DRUGS:** Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and LCAD's Alcohol and Illegal Substance Use Policy.
37. **MARIJUANA:** The use, possession, or distribution of marijuana, whether for medical or recreational purposes, is prohibited, even if it complies with the California Compassionate Use Act (Prop 215) or the Adult Use of Marijuana Act (Prop 64). This restriction extends to all THC-containing products.
38. **PRESCRIPTION MEDICATIONS:** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
39. **Failure to Comply:** Failure to comply with the reasonable directives of LCAD officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
40. **FINANCIAL RESPONSIBILITIES:** Failure to promptly meet financial responsibilities to the institution, including but not limited to knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
41. **ARREST:** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct within seventy-two (72) hours of release.
42. **OTHER POLICIES:** Violating other published LCAD policies or rules, including all Residence Hall policies.
43. **HEALTH AND SAFETY:** Creation of health and/or safety hazards (dangerous pranks, unsafe use of facilities etc.)
44. **INFECTIOUS DISEASE:** Not following college policies and procedures designed to reduce the risk of contracting or spreading infectious diseases including local, state, or federal mandates and laws.
45. **VIOLATIONS OF LAW:** Evidence of violation of local, state, or federal laws, when substantiated through LCAD's conduct process.

SECTION VI: OVERVIEW OF CONDUCT PROCESS

This overview provides a general idea of how LCAD's campus conduct proceedings work. It is important to note that not all situations are of the same severity or complexity, so these procedures are flexible and not exactly the same in every situation, although consistency in similar situations is a priority. The campus conduct process and all applicable timelines begin with notice to an administrator of a potential violation of LCAD rules.

NOTICE

Once notice is received from any source (victim, RA, third party, online, etc.), LCAD may proceed with a preliminary investigation and/or schedule an initial educational meeting/conference with the responding student to explain the conduct process and gather information.

STEP 1: Preliminary Inquiry and/or Educational Conference

LCAD conducts a preliminary inquiry into the nature of the incident, complaint, or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

- + A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the Code of Student Conduct (e.g., mistaken identity or allegations of behavior outside the code).
- + A more comprehensive investigation when it is clear more information must be gathered.
- + A formal complaint of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the possible outcomes include:

- + A decision not to pursue the allegation based on a lack of or insufficient evidence, resulting in the matter being closed and records indicating this.
- + A decision on the allegation, also known as an "informal" or "administrative" resolution to an uncontested allegation.
- + A decision to proceed with additional investigation and/or referral for a "formal" resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. The party bringing the complaint may request that the Director of Student Life and Conduct and the Title IX Coordinator reopen the investigation and/or grant a hearing, a decision that rests solely with the Director of Student Life and Conduct and the Title IX Coordinator and will only be granted for extraordinary cause. If LCAD's finding is that the responding student is in violation, and the responding student accepts this finding within three days, LCAD considers this an "uncontested allegation." The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

If the student accepts the findings but rejects the sanction, LCAD will conduct a sanction-only hearing, conducted by a panel, which recommends a sanction to the Director of Student Life and Conduct. The sanction is then reviewed and finalized by the Director of Student Life and Conduct and is subject to appeal by any party to the misconduct. Once the appeal is decided, the process ends.

If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

STEP 2: Formal Hearing

In a contested allegation, additional investigation may be commenced and/or a hearing may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a hearing will be held before a panel or an administrator. A finding will be determined and is final except in cases involving Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Director of Student Life and Conduct and, where appropriate, the Title IX Coordinator, who review and finalize the finding. If the finding is that the responding student is not responsible, the process ends. Applicable appeal options are described below.

STEP 3: Review and Finalize Sanction(s)

If the student is found in violation, sanctions will be recommended by the panel or administrator to the Director of Student Life and Conduct and, when applicable, the Title IX Coordinator, who will review and finalize the sanctions, subject to LCAD's appeals process by any party to the complaint.

SECTION VII: STUDENT CONDUCT AUTHORITY

A. Authority

The Dean of Students at LCAD is granted the authority over student conduct by the Board of Trustees or the President. The Dean of Students appoints a Director of Student Life and Conduct to oversee and manage the student conduct process. Both the Dean of Students and the Director of Student Life and Conduct have the discretion to appoint administrative hearing and appeals officers as necessary to efficiently and effectively manage the student conduct process.

The Director of Student Life and Conduct, or their designee, is responsible for investigating allegations of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will proceed to a hearing unless there is reasonable cause to believe that a policy has been violated. Reasonable cause is defined as credible information supporting each element of the offense, even if that information is limited to a credible witness or a victim's statement. A complaint without any credible support will not move forward.

C. Conflict Resolution Options

The Director of Student Life and Conduct has the discretion to refer a complaint for mediation or other suitable forms of conflict resolution. All involved parties must agree to the conflict resolution process and accept the decision without the option for review or appeal. If conflict resolution is unsuccessful, the complaint may be forwarded for formal processing and hearing. Complaints involving physical sexual misconduct or violence will not be mediated as the sole institutional response. The Director of Student Life and Conduct may also recommend mediation or other appropriate conflict resolution for complaints that do not involve violations of the Code of Student Conduct.

D. Composition of Conduct Committee

Conduct Committee: a committee of 3 administrative staff members who are trained and knowledgeable in the student conduct process.

E. Interpretation and Revision

The Dean of Student Affairs will establish procedural guidelines for conducting hearings that align with the Code of Student Conduct. Any significant changes to these rules will generally only occur when necessary and will be communicated to the involved parties in advance, either through online postings or written notices. The Dean of Student Affairs may adjust procedures with notice if changes in laws or regulations necessitate updates not currently reflected in the Code. Minor procedural modifications that do not compromise fairness for any party may also be made by the Dean. Any questions regarding the interpretation of the Student Code of Conduct will be resolved by the Dean of Student Affairs, whose decisions are final.

SECTION VIII: FORMAL CONDUCT PROCEDURES

A. College as Convener

The College is the convener of every action under this code. Within that action, there are several roles:

Respondent: The student alleged to have violated the Code.

Complainant: The party bringing the complaint, who may be a student, employee, visitor, or guest, and may choose to be present and participate fully in the process.

Witnesses: Individuals who may offer information regarding the allegation.

Investigator(s): Responsible for presenting the allegations and sharing the evidence obtained by the College.

Advisor: Advisors provide support to students and must be chosen from within the current College community; they cannot be another peer/student. Parents or family members may not serve as advisors unless approved by the Dean of Student Affairs. Advisors may not make a presentation or represent the complainant or respondent during the hearing. Advisors are not permitted to practice law in a student conduct hearing.

B. Group Violations

Student groups or organizations, along with their officers and members, may be collectively and individually accountable for violations of this code under the following circumstances:

Occur at events sponsored or co-sponsored by the organization, whether formally acknowledged or implied;

Have received consent or encouragement from the organization, its leaders, or officers;

Were known or should have been known by the membership or its officers.

Hearings for student groups or organizations adhere to the same general student conduct procedures. In such cases, individual determinations of responsibility will be made, and sanctions, reflective of each individual's and the organization's involvement, may be assigned collectively and individually.

C. Amnesty

1. For Reporting Parties

The College provides amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident.

2. For Those Who Offer Assistance

To encourage students to offer help and assistance to others, University/College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Life and Conduct, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

3. For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Director of Student Life and Conduct not to extend amnesty to the same person repeatedly.

4. Safe Harbor

The College has a Safe Harbor rule for students. The College believes that students who have a drug and/or addiction problem deserve help. If any College student brings their own use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

D. Reporting of Alleged Violation

Any member of the College community, visitor, or guest may allege a policy violation(s) by any student for misconduct under this Code by submitting a complaint verbally, in writing, email, or digitally using the [Student Complaint Form](#).

Reports may also be made to the Director of Student Life and Conduct (or designee) and/or to the Title IX Coordinator, as appropriate. Additionally, administrators may take action upon notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be reported promptly after the incident. The College reserves the right to pursue an allegation or notice of misconduct independently and to oversee the subsequent campus conduct process.

The Director of Student Life and Conduct (or designee) will assume responsibility for the investigation of the alleged violation as described in the subsection below.

E. Investigation

Investigation is referenced in both steps 1 and 2 above, with detailed investigation procedures described in this subsection. The Title IX Coordinator or designee(s) will investigate any complaint that falls under Title IX (e.g. sexual misconduct) or involves any other form of discrimination. The investigator(s) will take the following steps:

- + Initiate any necessary remedial actions on behalf of the impacted party (if any);
- + Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged impacted party, or a College proxy or representative;
- + Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
- + If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
- + Notify the victim of whether the College intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
- + Preliminary investigation usually takes between 1-7 business days to complete;
- + If indicated by the preliminary investigation and authorized by the Director of Student Life and Conduct, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated College policy, and to determine what specific policy violations should serve as the basis for the complaint;
- + If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
- + A comprehensive investigation usually takes between one day and two weeks;
- + Meet with the party bringing the complaint to finalize the Party bringing the complaint's Statement, which will be drawn up by the investigator or designee as a result of this meeting;
- + Commence a thorough, reliable and impartial investigation by developing a including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview;
- + Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);
- + Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;
- + Obtain all documentary evidence and information that is available;
- + Obtain all physical evidence that is available;

- + Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
- + Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- + Present the investigation report and findings to the responding student, who may:
 1. accept the findings,
 2. accept the findings in part and reject them in part,
 3. or may reject all findings;
- + Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

F. Findings

The following options (1-3) describe how to proceed depending on whether the responding student is found responsible and whether the Responding Student accepts or rejects the findings and/or the sanctions either in whole or in part.

OPTION 1: The Responding Student is Found “Not Responsible”

Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The party bringing the complaint, if any, may request that the [Title IX Coordinator and/or] Director of Student Life and Conduct, as applicable, review the investigation file to possibly re- open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the Director of Student Life and Conduct in these cases, and is granted only on the basis of extraordinary cause.

OPTION 2: The Responding Student Accepts a Finding of “Responsible”

a. **The Responding Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions:** Should the responding student accept the finding that they violated College policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with the Director of Student Life and Conduct and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the Director of Student Life and Conduct and the process ends. The outcome is not subject to appeal.

b. **The Responding Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended:** If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, they will have the right to appeal, detailed in section VIII P. of this document.

OPTION 3: Responding Student Rejects the Findings Completely or In-part

G. Responding Student Rejects the Findings Completely

Where the responding student rejects the finding that they violated College policy, a formal hearing will be convened within seven business days, barring exigent circumstances.

At the hearing, the investigator(s) will present their report to the Student Conduct Committee, the committee will hear from the parties, and any necessary witnesses. The investigation report will be considered by the committee, which renders an independent and objective finding.

If the committee finds the responding student not responsible for all violations, the Director of Student Life and Conduct will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the complaint.

If the panel finds a violation, it will recommend a sanction/responsive action to the Director of Student Life and Conduct, who will confer with the Title IX Coordinator as necessary and, render a decision within 5 business days of the hearing and timely notify the parties in writing. An appeal of sanction(s) may be filed by any party to the complaint as detailed in section [VIII R.](#)

H. Responding Student Accepts “Responsibility” in Part and Rejects Allegations in Part

Where the responding student rejects in part the allegations that they violated College policy, there will be a committee hearing solely on the disputed allegations within (14) days, barring exigent circumstances. For all findings holding a responding student responsible for a violation, the process will follow the same process outlined in Option 3A. If the committee finds the responding party “Not Responsible” on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations, to an administrative hearing on the sanctions.

I. Resolution Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

Processes under this subsection fall within Title IX, please see [Title IX Sexual Harassment, Non-Discrimination, Retaliation Prevention](#) for the resolution processes.

For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged impacted party is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged impacted party to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged impacted party more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party is inadmissible by the other parties in hearings unless

- 1) Evidence about the Complainant’s prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or
- 2) Is evidence about specific incidents of the Complainant’s prior sexual conduct with the Respondent that is offered to prove consent.

The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

J. Notice of Hearing

Once a determination is made that reasonable cause exists for the Director of Student Life and Conduct (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods:

- a. in person by the Director of Student Life and Conduct (or designee);
- b. mailed to the local or permanent address of the student as indicated in official University/College records; or
- c. emailed to the student’s University/College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

The letter of notice will:

Include the alleged violation and notification of where to locate the Code of Student Conduct and College procedures for resolution of the complaint; and

Direct the responding student to contact the Director of Student Life and Conduct (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two (2) days from the date of delivery of the summons letter.

A meeting with the Director of Student Life and Conduct (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Director of Student Life and Conduct (or designee), whether they admit to or deny the allegations of the complaint.

K. Interim Action

Under the Student Code of Conduct, the Dean of Students or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct.

Other examples of interim actions can include but are not limited to the following:

- Restricting the student's right to participate in one or more College activities.
- On-Campus Housing relocation
- Class Schedule accommodations
- No contact orders

During an interim suspension, a student may be denied access to College housing and/or the College campus/facilities/ events. As determined appropriate by the Director of Student Life and Conduct, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Student Life and Conduct and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

L. Hearing Options and Preparation

The following sections describe the College's conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Director of Student Life and Conduct (or designee), no student may be found to have violated the Student Code of Conduct solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Student Life and Conduct, or the Student Conduct Committee.

Where the responding student admits to violating the Code of Student Conduct, the Director of Student Life and Conduct (or designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an administrative conference. In an administrative conference, complaints will be heard and determinations will be made by the Director of Student Life and Conduct or designee.

Where the responding student denies violating the Student Code of Conduct, a formal hearing will be conducted. This process is known as a Student Conduct Hearing composed of hearing committee members. At the discretion of the Director of Student Life and Conduct (or designee), a request by one or more of the parties to the complaint for an administrative conference may be considered. Students who deny a violation for which a formal hearing will be held will be given a minimum of seven 3-7 days to prepare unless all parties wish to proceed more quickly. Preparation for a student conduct hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Life and Conduct (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.
2. If there is an alleged impacted party of the conduct in question, the alleged impacted party may serve as the party bringing the complaint or may elect to have the College administration serve as the party bringing the complaint forward. Where there is no alleged impacted party, the College administration will serve as the party bringing the complaint forward.
3. If a responding student fails to respond to notice from the Director of Student Life and Conduct (or designee), the Director of Student Life and Conduct (or designee) may initiate a complaint against the student for failure to comply with the directives of a College official and give notice of this offense. Unless the student responds to this notice within two days by answering the original notice, an administrative conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their College account, deeming them ineligible to register for courses or College housing until such time as the student responds to the initial complaint.
4. At least three (3) days before any scheduled formal hearing, the following will occur:
 - a. The responding student will deliver to the Director of Student Life and Conduct (or designee) a written response to the complaint;
 - b. The responding student will deliver to the Director of Student Life and Conduct (or designee) a written list of all witnesses for the University/College to call at the hearing;
 - c. The responding student will deliver to the Director of Student Life and Conduct (or designee) all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Director of Student Life and Conduct can arrange for its presence;
 - d. The party bringing the complaint will deliver to the Director of Student Life and Conduct (or designee) a written list of all witnesses for the University/College to call at the hearing;
 - e. The party bringing the complaint will deliver to the Director of Student Life and Conduct (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Director of Student Life and Conduct can arrange for its presence;
 - f. The party bringing the complaint and the responding student will notify the Director of Student Life and Conduct (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.

5. The Director of Student Life and Conduct (or designee) will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing. In addition, the parties will be given a list of the names of all the committee hearing members in advance. Should any party object to any committee member, that party must raise all objections, in writing, to the Director of Student Life and Conduct immediately. Committee members will only be unseated if the Director of Student Life and Conduct concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

M. Student Conduct Hearing Procedures

The Director of Student Life and Conduct will appoint one committee hearing member as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is the student's responsibility to notify the Director of Student Life and Conduct no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the College chooses to pursue the allegation on its own behalf, as determined by the Director of Student Life and Conduct.

The Director of Student Life and Conduct (or designee), the Chair and the Panel will conduct panel hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. Admission of persons other than the parties involved will be at the discretion of the panel chair and the Director of Student Life and Conduct.
3. In hearings with multiple responding students, complaints will typically be heard jointly. However, the Director of Student Life and Conduct may allow separate hearings for each student. Separate determinations of responsibility will be made for each student in joint hearings.
4. Party(s) can request an advisor be present. Advisors provide support to students and must be chosen from within the current College community; they cannot be another peer/student. Parents or family members may not serve as advisors unless approved by the Dean of Student Affairs. Advisors may not make a presentation or represent the complainant or respondent during the hearing.
5. The parties and witnesses may be questioned by all present. Unduly repetitive witnesses may be limited at the discretion of the panel Chair or Director of Student Life and Conduct.
6. Records, exhibits, and written statements may be accepted for consideration. Formal rules of evidence will not be applied. The panel Chair or Director of Student Life and Conduct may limit character witnesses or accept written affidavits instead.
7. Procedural questions are ultimately decided by the Director of Student Life and Conduct or panel Chair.
8. After deliberation, the panel will vote to determine, by majority vote, whether it is more likely than not (preponderance of evidence) that the student violated the Code of Conduct. If found responsible, the panel will decide appropriate sanctions. The Director of Student Life and Conduct will provide relevant information and ensure precedents are considered. The panel Chair will prepare a concise report detailing the decision and any sanctions, submitted within two (2) days.

The Director of Student Life and Conduct will review the panel's recommendations, make any necessary adjustments, and inform the parties of the final decision within (3) days of the hearing. Notification will be in writing, delivered in person, by mail to the student's address on file, or via their official university email.

In cases of sexual misconduct, all parties will receive notification of the outcome simultaneously, ensuring no significant delay between notifications to each party.

N. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

- + Administrative Warning: Official notice of policy violations, with escalated consequences for future offenses.
- + Restitution: Compensation for damage or labor costs caused to college property or others.
- + Fines: Reasonable monetary penalties.
- + Community Service: Supervised service to the college.
- + Loss of Privileges: Temporary denial of specified privileges.
- + Confiscation of Prohibited Property: Items violating policy confiscated, potentially returned upon discretion.
- + Behavioral Requirements: Mandatory activities like counseling or apology letters.
- + Educational Programs: Attendance or participation in related programs.
- + Visitation Restrictions: Limits on access to campus facilities.
- + Housing Probation, Reassignment, Suspension, Expulsion: Various housing-related penalties.
- + College Probation: Warning of possible suspension or expulsion.
- + Eligibility Restrictions: Limits on student activities or representation.
- + College Suspension and Expulsion: Temporary or permanent separation from the university.
- + Other Sanctions: Additional measures as deemed necessary.
- + Group or Organization Sanctions: Groups violating conduct rules may face similar sanctions, including loss of privileges or de-recognition.

O. Parental Notification

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

P. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the College will inform the alleged impacted party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or forcible or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- a. Arson
- b. Assault offenses (includes stalking)
- c. Burglary
- d. Criminal Homicide—manslaughter by negligence
- e. Criminal Homicide—murder and nonnegligent manslaughter
- f. Destruction/damage/vandalism of property
- g. Kidnapping/abduction
- h. Robbery
- i. Forcible sex offenses
- j. Non-forcible sex offenses

Q. Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Life and Conduct. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College **[and may be noted on, or with, the student’s official transcript at the end of the semester]**. In such situations, resident students will be required to vacate College housing within 24 hours of notification by the Director of Student Life and Conduct, though this deadline may be extended upon application to, and at the discretion of the Director of Student Life and Conduct. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Life and Conduct.

R. Grounds for Appeal Requests

Appeals requests are limited to the following grounds:

1. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation

Appeals must be filed in writing with the **[Director of Student Life and Conduct]** within three **(3)** business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the **Director of Student Life and Conduct** and, when appropriate, the Title IX Coordinator.

S. Appeal Review Officer

The Appeal Review Officer will first review appeals to check if they meet specific criteria and are submitted on time. They may consult the Dean of Student Affairs or Title IX Coordinator for advice on procedural or substantive issues.

If an appeal is late or doesn't meet the criteria, the original decision and penalty will stand, and no further appeals are allowed. If the appeal is valid, the Appeal Review Officer makes the final decision. There are no complete retrials. If new evidence is presented or the penalty is challenged, the Appeal Review Officer decides whether to send it back to the original decision-maker for review or make a decision themselves. The original decision and penalty are assumed to be reasonable and fair, so the burden is on the appealing party to prove there was a mistake. The review is limited to the issues raised in the appeal.

During a review, the Dean of Student Affairs may uphold or change the findings and/or penalties. They should correct any procedural or substantive errors, consider new evidence, and ensure penalties match the severity of the violation and the student's conduct record.

All decisions must be made within five business days and are final, including decisions by the Dean of Student Affairs or Title IX Coordinator after reconsideration according to the Appeal Review Officer's instructions.

The Dean of Student Affairs or their representative serves as the Appeal Review Officer. The Director of Student Life and Conduct supports Appeal Review Officers by investigating initially and ensuring a fair process for both the complainant and respondent.

T. Additional Appeal Guidelines

All parties will be promptly updated on the status of appeal requests, the progress of appeal consideration, and the outcome of appeal decisions. Appeals are not full retrials of the complaint. In most cases, they review the written records of the original hearing and relevant documents for appeal grounds. Witnesses may be called if needed. Appeals do not replace the original decision simply because someone disagrees with it. Appeal decisions respect the original decision-maker and only change findings with clear mistakes or sanctions with strong reasons.

1. Disciplinary Records

All conduct records are maintained by the College for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

2. Approval and Implementation

This Student Code of Conduct was approved on [date] by, and implemented on [date]. All policies are subject to change. Please refer to the LCAD Student Handbook, located on my.lcad.edu for the official and most recent version of LCAD's campus policy.

Laguna College of Art + Design Student Code of Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

TITLE IX: SEXUAL HARASSMENT, NON-DISCRIMINATION, AND RETALIATION PREVENTION POLICIES



LAGUNA COLLEGE OF ART + DESIGN (LCAD) SEXUAL HARASSMENT, NON-DISCRIMINATION, & RETALIATION PREVENTION POLICY FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES (Hereinafter, “the Policy”)

I. PURPOSE

Laguna College of Art + Design is committed to providing an educational and employment environment that is free from Discrimination based on Protected Characteristics, Harassment, and Retaliation for engaging in protected activity.

LCAD values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness in all aspects of the education program or activity, LCAD has developed policies and procedures that provide a prompt, fair, and impartial resolution of allegations of Protected Characteristic Discrimination, Harassment, or Retaliation.

II. SCOPE

The Policy applies to all Employees, Students, and other individuals participating in or attempting to participate in LCAD's Education Program or Activities, including education and employment.

The Policy prohibits all forms of Discrimination on the basis of the Protected Characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with the Policy.

III. NOTICE OF NONDISCRIMINATION

LCAD seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting Discrimination in private post-secondary education institutions.

LCAD does not discriminate against any Employee, applicant for employment, Student, or applicant for admission on the basis of:

- + Age (40 years and over in the employment context)
- + Citizenship status
- + Color
- + Creed
- + Disability (physical or mental)
- + Domestic violence victim status
- + Ethnicity and ethnic characteristics

- + Family responsibilities
- + Gender identity/expression
- + Genetic information (including family medical history)
- + Height
- + Marital status
- + National origin (including shared ancestry)
- + Place of business
- + Political belief or affiliation
- + Pregnancy or related conditions
- + Race
- + Religion
- + Residence
- + Sex (including sex characteristics and sex stereotypes)
- + Sexual orientation
- + Source of income/social class status
- + Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- + Weight, hair style, or other similar aspect of appearance
- + or any other Protected Characteristic under applicable federal, state, or local law, including protections for those opposing Discrimination or participating in any resolution process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

The Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the LCAD community whose acts deny, deprive, or limit the educational or employment, and/or social access, benefits, and/or opportunities of any member of LCAD community, guest, or visitor on the basis of that person's actual or perceived Protected Characteristic(s) listed above, is in violation of the Policy.

LCAD will promptly and effectively address any such Discrimination of which it has Notice using the applicable resolution process in the Procedures.

IV. NONDISCRIMINATION TEAM CONTACTS

LCAD has appointed the Nondiscrimination Team, comprised of the following individual(s), to coordinate LCAD's compliance with federal, state, and local civil rights laws and ordinances:

Title IX Coordinator:

Dean of Student Affairs
Omar Zuwayed
ozuwayed@lcad.edu
949-376-600 ext. 235

For Safety or Security Matters:

Director of Safety + Security
Peter Vanderford
pvanderford@lcad.edu
949-376-600 ext. 296

For Student-to-Student Matters:

Dean of Student Affairs
Omar Zuwayed
ozuwayed@lcad.edu
949-376-600 ext. 235

Director of Student Life + Conduct

Vivian Ortiz
vortiz@lcad.edu
949-376-600 ext. 261

Academic Success + Accessibility Coordinator

Lisa Villanueva
lvillanueva@lcad.edu
949-376-600 ext. 279

For Faculty Matters:

Dean of Academic Affairs
Hope Railey
hrailey@lcad.edu
949-376-6000 ext. 236

For Staff Matters:

Human Resources Manager
Katherine Pinkerton
kpinkerton@lcad.edu
949-376-600 ext. 292

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating LCAD's timely, thorough, and fair response; investigation and resolution of all alleged prohibited conduct under the Policy; and monitoring the effectiveness of, and any barriers to, accessing the Policy and related procedures to ensure an education and employment environment free from Discrimination, Harassment, and Retaliation.

LCAD has determined that the following administrators are Officials with Authority (OWAs) to address and correct Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct. In addition to the Nondiscrimination Team members listed above, these OWAs may also accept Notice or Formal Complaints on behalf of LCAD.

- + Title IX Coordinator
- + Dean of Academic Affairs
- + Dean of Student Affairs
- + Human Resources Manager

LCAD recognizes that allegations under the Policy may include multiple forms of Discrimination and Harassment as well as violations of other LCAD policies; may involve various combinations of Students, Employees, and other members of the LCAD community; and may require the simultaneous attention of multiple LCAD departments. Accordingly, all LCAD departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable LCAD policies, to provide uniform, consistent, efficient, and effective responses to alleged Discrimination, Harassment, or Retaliation.

V. EXTERNAL CONTACT INFORMATION

Concerns about LCAD's application of the Policy and compliance with certain federal civil rights laws may be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012
TDD: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Office for Civil Rights (OCR)

Seattle Office
915 Second Avenue, Room 3310
Seattle, WA, 98174-1099
Email: OCR.Seattle@ed.gov

For allegations of Employee-on-Employee misconduct, contact the [Equal Employment Opportunity Commission](#) (EEOC).

EEOC Regional Office

255 East Temple Street, 4th Floor
Los Angeles, CA, 90012

VI. MANDATED REPORTING AND CONFIDENTIAL RESOURCES

All LCAD Faculty and Employees (including Student-Employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal LCAD action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these Employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the available reporting options for a Complainant or third party (including parents/guardians when appropriate):

A. CONFIDENTIAL RESOURCES

To enable Complainants to access support and resources without filing a Formal Complaint, LCAD has designated specific Employees as Confidential Resources. Those designated by LCAD as Confidential Resources are not required to report actual or suspected Discrimination, Harassment, Retaliation, or Other Prohibited Conduct in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or LCAD official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following:

- + On-campus licensed professional counselors and staff

School Counselor

Eva Norton, MSW, LCSW

(949) 376-6000 ext. 278

enorton@lcad.edu

Academic Success & Accessibility Coordinator

Lisa Clark-Villanueva

949-376-6000 ext. 268

lvillanueva@lcad.edu

Institutional counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who have confidentiality as described above, and who receive reports within the scope of their confidential roles, will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

Failure of a Mandated Reporter, as described above, to report an incident of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct of which they become aware is a violation of LCAD policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a Respondent is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under the Policy.

A Mandated Reporter who is themselves a target of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct under the Policy is not required to report their own experience, though they are encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with LCAD without concern that Policy will require them to disclose information to the institution without permission. Such individuals include:

- + Licensed professional counselors and other medical providers
- + Local rape crisis counselors
- + Domestic Violence resources
- + Local or state assistance agencies
- + Clergy/Chaplains
- + Attorneys

B. ANONYMOUS NOTICE TO MANDATED REPORTERS

At the request of a Complainant, a Mandated Reporter may give the Title IX Coordinator Notice without identifying the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous Notice will be investigated by LCAD to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous Notice typically limits LCAD's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements. Consult with the Title IX Coordinator in such situations.

VII. DISABILITY-BASED COMPLAINTS

Complaints related to disability status and/or provision of accommodations are addressed using the procedures in the LCAD Equal Opportunity, Harassment, and Nondiscrimination policy. However, allegations of Discrimination or Harassment on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has a discriminatory effect, will be resolved under the procedures.

For details relating to disability accommodations in LCAD's resolution process.

VII. JURISDICTION

The Policy applies to LCAD's Education Program and Activities, to conduct that takes place on property owned or controlled by LCAD, at LCAD-sponsored events, and in any building owned or controlled by an LCAD-recognized student organization.[1]

The Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to LCAD's Education Program or Activities. LCAD may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial LCAD interest.

A substantial LCAD interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any federal, state, or local law.
- 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any Student, Employee, or other individual.
- 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 4) Any situation that substantially interferes with LCAD's educational interests or mission.

For disciplinary action to be issued for Title IX Sexual Harassment under the Policy, the Respondent must be an LCAD Student or Employee at the time of the Formal Complaint. For allegations other than Title IX Sexual Harassment, LCAD may issue disciplinary action under the Policy if the Respondent was an LCAD Student, or Employee at the time of the alleged misconduct. If the Respondent is unknown or is not a member of the LCAD community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). LCAD can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving LCAD through third-party contracts are subject to the policies and procedures of their employers and/or to these Policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a Student or Employee Complainant who experiences Discrimination in an externship, study abroad program, or other environment external to LCAD where Sexual Harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a Student or Employee's education or employment environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

IX. SUPPORTIVE MEASURES

LCAD will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to LCAD's Education Program or Activity, including measures designed to protect the safety of all Parties and/or LCAD's educational environment and/or to deter Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice or a Formal Complaint. At the time that supportive measures are offered, if a Formal Complaint has not been filed, LCAD will inform the Complainant, in writing, that they may file a Formal Complaint with LCAD either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

LCAD will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair LCAD's ability to provide those supportive measures. LCAD will act to ensure as minimal an academic/occupational impact on the Parties as possible. LCAD will implement measures in a way that does not unreasonably burden another party.

These actions may include, but are not limited to:

- + Referral to counseling and health services
- + Referral to the Employee Assistance Program
- + Course and registration adjustments, such as retroactive withdrawals
- + Education to the individual and/or the community
- + Permanent alteration of housing assignments
- + Permanent alteration of work arrangements for employees
- + Provision of campus safety escorts
- + Climate surveys
- + Policy modification and/or training
- + Provision of transportation assistance
- + Implementation of long-term contact limitations between the Parties

- + Implementation of adjustments to academic deadlines, course schedules, etc.
- + Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate Student or Employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing resolution process under the Policy.

X. ONLINE HARASSMENT AND MISCONDUCT

LCAD policies are written and interpreted broadly to include online manifestations of any of the prohibited behaviors below, when those behaviors occur in or have an effect on LCAD's Education Program or Activities or when they involve the use of LCAD networks, technology, or equipment.

Although LCAD may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to LCAD, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites; sharing inappropriate content via social media; unwelcome sexual or Sex-based messaging; distributing, or threatening to distribute, nude or semi-nude photos or recordings; breaches of privacy; or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of LCAD community.

XI. INCLUSION RELATED TO GENDER IDENTITY/EXPRESSION

LCAD strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse Students and Employees.

LCAD does not tolerate Discrimination and Harassment on the basis of gender identity or expression. If a member of the LCAD community believes they have been subjected to Discrimination or Harassment under the Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, LCAD supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

LCAD is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. LCAD will administratively address issues some Students and Employees, including those identifying as intersex, nonbinary, transgender, agender, two-spirit, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do LCAD's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to LCAD's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with an apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender diverse, their cisgender identity may be something that is in their past — dead, buried, and behind them. To then revive their deadname could trigger stressors, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Unintentional deadnaming can be addressed by an apology and an effort to use the person's name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

The Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, nonbinary, transgender, transitioning, agender, two spirit, and gender-diverse Students and Employees, including:

- + Maintaining the privacy of all individuals consistent with law
- + Ensuring all Students equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- + Ensuring all Employees equal access to employment opportunities and work, service, or health-related facilities
- + Providing professional development for Employees and education for Students on topics related to gender inclusion
- + Encouraging all Students and Employees to respect the pronoun usage and identities of all

LCAD community members

LCAD uses a number of interventions to address concerns that are raised related to gender-based Discrimination or Harassment, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the rights of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, LCAD will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, LCAD will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

XII. PROHIBITED CONDUCT

Students and Employees are entitled to an education and employment environment that is free of Discrimination, Harassment, and Retaliation.

The Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited Discrimination, Harassment, and Retaliation that are also prohibited under LCAD policy. When speech or conduct is protected by academic freedom, it will not be considered a violation of LCAD policy, though supportive measures will be offered to those impacted

All offense definitions encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity between incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, behavior similarity, or other factors. Where a pattern is found, it can be the basis to enhance sanctions accordingly.

Violation of any other LCAD policies may constitute Discrimination or Harassment when motivated by actual or perceived Protected Characteristic(s), and the result is a limitation or denial of Education or Employment access, benefits, or opportunities.

A. DISCRIMINATION

Discrimination is different treatment with respect to a person's employment or participation in an Education Program or Activity based, in whole or in part, upon the person's actual or perceived Protected Characteristic(s). Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

1) Disparate Treatment Discrimination:

- + Any intentional differential treatment of a person or persons that is based on a person's actual or perceived Protected Characteristic and that:
 - + Excludes a person from participation in;
 - + Denies the person benefits of; or
 - + Otherwise adversely affects a term or condition of a person's participation in an LCAD program or activity.

2) Disparate Impact Discrimination:

- + Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:

- + Excludes a person from participation in;
- + Denies the person benefits of; or
- + Otherwise adversely affects a term or condition of a person's participation in an LCAD program or activity.

B. DISCRIMINATORY HARASSMENT

- + Unwelcome conduct on the basis of actual or perceived Protected Characteristic(s),
- + based on the totality of the circumstances,
- + that is subjectively and objectively offensive, and
- + is so severe or pervasive,
- + that it limits or denies a person's ability to participate in or benefit from LCAD's program or activity

C. SEXUAL HARASSMENT

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of California regard Sexual Harassment, a specific form of Discriminatory Harassment, as an unlawful discriminatory practice.

Acts of Sexual Harassment may be committed by any person upon any other person, regardless of the Sex, sexual orientation, and/or gender identity of those involved.

LCAD has adopted the following definitions of Sexual Harassment in order to address the unique environment of an academic community. Two definitions are required by federal law. While they overlap, they are not identical, and they each apply as noted.

I. Title VII Sexual Harassment applies to situations where an Employee is subjected to workplace Sexual Harassment.

- + Unwelcome verbal, written, graphic, and/or physical conduct;
- + that is severe or pervasive and objectively offensive;
- + on the basis of Sex, that
- + unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.

I. Title IX Sexual Harassment, as an umbrella category, includes the offenses of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. This definition applies to all Formal Complaints that fall within Title IX jurisdiction as determined by the Title IX Coordinator. Sexual Harassment includes conduct on the basis of Sex, or that is sexual in nature, that satisfies one or more of the following:

I. Title IX Sexual Harassment, as an umbrella category, includes the offenses of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. This definition applies to all Formal Complaints that fall within Title IX jurisdiction as determined by the Title IX Coordinator. Sexual Harassment includes conduct on the basis of Sex, or that is sexual in nature, that satisfies one or more of the following:

1) Quid Pro Quo:

- + An Employee of LCAD,
- + conditions[2] the provision of an aid, benefit, or service of LCAD,
- + on an individual's participation in unwelcome sexual conduct.

2) Sexual Harassment (Hostile Environment):

- + Unwelcome conduct,
- + determined by a Reasonable Person,
- + to be so severe, and
- + pervasive, and,
- + objectively offensive,
- + that it effectively denies a Complainant equal access to LCAD's program or activity.[3]

3) Sexual Assault:

a. Rape:

- + Penetration, no matter how slight,
- + of the vagina or anus of a person,
- + with any body part or object, OR
- + Oral penetration
 - + of a sex organ of the Complainant, or
 - + by the Respondent's sex organ,
- + without the consent of the Complainant,
- + including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.

b. Fondling:

- + The touching of the private body parts (buttocks, groin, breasts) of the Complainant by the Respondent, or

- + the Respondent's private body parts touching the Complainant, or
- + the Respondent causing the Complainant to touch the Respondent's or their own private body parts,
 - + for the purpose of sexual gratification,[4]
 - + without the consent of the Complainant,
 - + including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.

c. Incest:

- + Sexual intercourse,
- + between persons who are related to each other,
- + within the degrees wherein marriage is prohibited by California law.

d. Statutory Rape:

- + Sexual intercourse,
- + with a person who is under the statutory age of consent of 18 years old.

4) Dating Violence:

- + Violence,[5]
- + on the basis of Sex,
- + committed by a Respondent,
- + who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - + The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - + Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
 - + Dating Violence does not include acts covered under the definition of Domestic Violence

5) Domestic Violence:[6]

- + Violence,[5]
- + on the basis of Sex,

- + committed by a Respondent who is a current or former spouse or intimate partner of the Complainant,
- + by a person with whom the Complainant shares a child in common, or
- + by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- + by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of California, or
- + by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of California.

6) Stalking:

- + A Respondent engaging in a course of conduct,
- + on the basis of Sex,
- + directed at the Complainant, that
 - + would cause a Reasonable Person to fear for the person's safety, or the safety of others; or
 - + Suffer substantial emotional distress.

For the purposes of this definition:

- + Course of conduct means two or more acts, including, but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property
- + Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

D. SEXUAL MISCONDUCT

1) Sexual Exploitation:

- + Any person taking non-consensual or abusive sexual advantage of another, that does not constitute Sexual Harassment as defined above,
- + for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- + Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- + Electronically distributing (e.g., Airdropping, Snapchatting) nude or sexual photos or videos of an other person without their consent
- + Invasion of sexual privacy (e.g., doxxing)
- + Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- + Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity; or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
- + Prostituting another person
- + Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- + Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- + Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- + Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- + Knowingly soliciting a minor for sexual activity
- + Engaging in Sex trafficking
- + Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- + Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

E. OTHER PROHIBITED CONDUCT (WHEN MOTIVATED BY THE COMPLAINANT'S PROTECTED CHARACTERISTIC(S)/STATUS)

1) Bullying:

- + Repeated and/or severe aggressive behavior
- + that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,

2) Endangerment:

- + Threatening or causing physical harm;
- + extreme verbal, emotional, or psychological abuse; or
- + other conduct which threatens or endangers the health or safety of any person or damages their property.

3) Hazing:

- + Any act or action
- + which does or is likely to endanger the mental or physical health or safety of any person
- + as it relates to a person's initiation, admission into, or affiliation with any LCAD group or organization.

For the purposes of this definition:

- + It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of Hazing to be upheld
- + It shall not constitute an excuse or defense to a Hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained
- + The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered Hazing

4) Retaliation

- + LCAD or any member of the LCAD community,
- + taking or attempting to take materially adverse action,
- + by intimidating, threatening, coercing, harassing, or discriminating against any individual,
- + for the purpose of interfering with any right or privilege secured by law or Policy, or
- + because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Policy and associated procedures.

It is not Retaliation for LCAD to pursue disciplinary action against those who make materially false statements in bad faith in the course of a resolution process under the Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5) Failure to Comply/Process Interference

- + Intentional failure to comply with the reasonable directives of the Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
- + Intentional failure to comply with emergency removal or interim suspension terms
- + Intentional failure to comply with sanctions
- + Intentional failure to adhere to the terms of an Informal Resolution agreement
- + Intentional failure to comply with mandated reporting duties as defined in the Policy
- + Intentional interference with a resolution process, including, but not limited to:
 - + Destroying or concealing evidence
 - + Seeking or encouraging false testimony or providing false testimony or evidence
 - + Intimidating or bribing a witness or party

F. SANCTION RANGES

The following sanction ranges apply to Prohibited Conduct under the Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative disciplinary record.

- + **Discrimination:** reprimand/warning through expulsion or termination
- + **Discriminatory Harassment:** reprimand/warning through expulsion or termination
- + **Title VII Sexual Harassment:** reprimand/warning through expulsion or termination
- + **Quid Pro Quo Harassment:** reprimand/warning through expulsion or termination
- + **Sexual Harassment (Hostile Environment):** reprimand/warning through expulsion or termination
- + **Rape:** suspension through expulsion or termination
- + **Fondling:** reprimand/warning through suspension (termination for Employees).
- + **Incest:** reprimand/warning through restrictions/probation
- + **Statutory Rape:** reprimand/warning through suspension (termination for Employees)
- + **Stalking:** restrictions/probation through expulsion or termination.
- + **Dating/Domestic Violence:** restrictions/probation through expulsion or termination

- + **Sexual Exploitation:** reprimand/warning through expulsion or termination.
- + **Bullying:** reprimand/warning through expulsion or termination
- + **Endangerment:** reprimand/warning through expulsion or termination
- + **Hazing:** reprimand/warning through expulsion or termination
- + **Retaliation:** reprimand/warning through expulsion or termination
- + **Failure to Comply/Process Interference:** reprimand/warning through expulsion or termination

G. CONSENT, FORCE, AND INCAPACITATION

As used in the Policy, the following definitions and understandings apply:

1) Consent:

- + knowing, and
- + voluntary, and
- + clear permission
- + by word or action
- + to engage in sexual activity.[8]

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual activity. Consent is evaluated from the perspective of what a Reasonable Person would conclude are mutually understandable words or actions. Reasonable reciprocation can be implied consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Although resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of Sexual Assault.

Proof of consent or non-consent is not a burden placed on any party involved in a Formal Complaint. Instead, the burden remains on LCAD to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a Reasonable Person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sexual activity, those acts may constitute Dating Violence or Sexual Assault.[9]

2) Force:

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3) Incapacitation:

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction).

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including as a result of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of the Policy. “Should have known” is an objective, Reasonable Person standard that assumes that a Reasonable Person is both sober and exercising sound judgment.

H. UNETHICAL RELATIONSHIPS POLICY (SEE APPENDIX G)

XIII. STANDARD OF EVIDENCE

LCAD uses the preponderance of the evidence standard of evidence when determining whether a Policy violation

ccurred. This means that LCAD will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent violated the Policy.

XIV. NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, RETALIATION, AND/OR OTHER PROHIBITED CONDUCT

A report provides LCAD Notice of an allegation or concern about Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Formal Complaint informs LCAD that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Formal Complaint. Reports or Formal Complaints of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct may be made using any of the following options:

- 1) File a report or Formal Complaint with, or give verbal Notice to, the Title IX Coordinator or to any member of the Nondiscrimination Team. Such a report or Formal Complaint may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail, to the office of the Title IX Coordinator or any other Nondiscrimination Team member listed in the Policy.

- 2) Report using the Discrimination/Harassment hotline titleix@lcad.edu

As used in the Policy, the term “Formal Complaint” means a document or electronic submission (such as by electronic mail or through an online portal provided by LCAD for this purpose) that contains the Complainant’s physical or digital signature or otherwise indicates that the Complainant is the person filing the complaint, and requests that LCAD investigate the allegations. If Notice is submitted in a format that does not meet this standard, the Title IX Coordinator will contact the Complainant to determine whether the Complainant is requesting that LCAD initiate an investigation or other appropriate resolution procedures.[10]

Reporting carries no obligation to file a Formal Complaint, and in most situations, LCAD is able to respect a Complainant’s request to not initiate an investigation or other appropriate resolution procedures. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where LCAD may need to initiate an investigation or other appropriate resolution procedures. If a Complainant does not wish to file a Formal Complaint, LCAD will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of privacy by submitting a report that allows LCAD to discuss and/or provide supportive measures, in most circumstances.

XV. TIME LIMITS ON REPORTING

There is no time limitation on providing Notice/Formal Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to LCAD’s jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Formal Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Title IX Coordinator’s discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

XVI. FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under the Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a Policy violation determination. False allegations may be a form of Harassment or Retaliation or may fall within other LCAD policies.

Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation, hearing, or Informal Resolution can be subject to discipline under appropriate LCAD policies.

XVII. CONFIDENTIALITY/PRIVACY

LCAD makes every effort to preserve the Parties' privacy. LCAD will not share the identity of any individual who has made a report of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct; any Complainant; any individual who has been reported to be the perpetrator of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation or resolution proceeding arising under these policies and procedures. [11],[12]

Further, Parties and Advisors are expected to maintain the confidentiality of all information created by or shared with them by LCAD during any investigation and/or resolution process. Parties are entitled to share their own accounts and experiences but are encouraged to consider the sensitivity of the matter if they do so and should consult with their Advisors on any potential implications of doing so.

Additional information regarding confidentiality and privacy can be found in Appendix F.

XVIII. EMERGENCY REMOVAL/INTERIM ACTIONS/LEAVES

LCAD can act to remove a Student Respondent accused of Title IX Sexual Harassment from its Education Program or Activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any Student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with the Behavioral Intervention Team using its standard objective violence risk assessment procedures. Students accused of other forms of Discrimination, Harassment, or Other Prohibited Conduct (not Sex-based) are subject to interim suspension, which can be imposed for safety reasons.

Employees are subject to existing procedures for interim actions and leaves.

XIX. FEDERAL TIMELY WARNING OBLIGATIONS

LCAD must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of LCAD community.

LCAD will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

XX. AMNESTY

The LCAD community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report alleged misconduct to LCAD officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of LCAD community that Complainants choose to report misconduct to LCAD officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, LCAD offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by LCAD, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

A. Students

LCAD also maintains an amnesty policy for Students in addition to witnesses who offer help to others in need.

B. Employees

Sometimes, Employees are hesitant to report Discrimination, Harassment, Retaliation, or Other Prohibited Conduct they have experienced for fear that they may get in trouble themselves. LCAD may, at its discretion, offer Employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

XXI. PRESERVATION OF EVIDENCE

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. LCAD will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- + Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better)
- + Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do
- + If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth
- + If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container (if provided by law enforcement)
- + Seeking medical treatment can be essential even if it is not for the purpose of collecting forensic evidence

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- + Evidence in the form of text and voice messages will be lost in most cases if a party or witness changes their phone number
 - + Make a secondary recording of any voice messages and/or save the audio files to a cloud server
 - + Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook)
- + Save copies of e-mail and social media correspondence, including notifications related to account access alerts
- + Take time-stamped photographs of any physical evidence including notes, gifts, etc. in place when possible
- + Save copies of any messages, to include those showing any request for no further contact
- + Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible
- + If changing devices, make sure to transfer any files needed to the new device

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

XXII. FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All “primary crimes,” which include criminal homicide, Sexual Assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 3) Violence Against Women Act (VAWA-based crimes), which include Sexual Assault, Domestic Violence, Dating Violence, and Stalking[13]
- 4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on or off campus or in the surrounding area, but no addresses are given) must be shared with the Clery Coordinator for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include Campus law enforcement/public safety/security, Human resources staff, Local police, Residence life staff, Student conduct staff, and any other official with significant responsibility for student and campus activities.

XXIII. INDEPENDENCE AND CONFLICT OF INTEREST

The Title IX Coordinator manages the Nondiscrimination Team and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all Resolutions under the Policy and associated procedures. The members of the Resolution Process Pool are vetted and trained to ensure they are not biased for or against any party in a specific Formal Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or Discrimination by the Title IX Coordinator, contact the LCAD. Concerns of bias, misconduct, Discrimination, or a potential conflict of interest by any other Nondiscrimination Team member should be raised with the Title IX Coordinator.

XXIV. POLICY REVISION

The Policy and associated procedures succeed all previous policies addressing Discrimination, Harassment, sexual misconduct, and/or Retaliation, for incidents occurring on or after August 14, 2020. The Title IX Coordinator regularly reviews and updates the Policy and procedures. Incidents occurring before August 14, 2020, will be addressed using the policy that was in place at the time of the incident, but the procedures used will be those in place at the time of the Formal Complaint. LCAD reserves the right to make changes to this document as necessary, and those changes are effective once they are posted online.

If laws or regulations change or court decisions alter policy or procedural requirements in a way that impacts this document, this document will be construed to comply with the most recent laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background federal and state laws that frame such policies and codes, generally.

A change required by a court or government order could occur during an active investigation or resolution process. If that happens, LCAD reserves the right to adjust the Policy and Procedures accordingly and notify the Parties of any necessary mid-process changes. This could include entirely replacing the Policy or associated procedures, which could necessitate restarting an investigation or resolution process. LCAD will make every effort to minimize the impact on the Parties as much as possible if changes are unavoidable.

The Policy is effective August 1, 2025.

XXV. APPENDIX A: DEFINITIONS^[14]

- + **ADVISOR:** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to a resolution process, advise the party on that process, and conduct questioning for the party at the hearing, if any.
- + **TITLE IX COORDINATOR:** The person with primary responsibility for overseeing and enforcing the LCAD SEXUAL HARASSMENT, NON-DISCRIMINATION, & RETALIATION PREVENTION POLICY and Procedures. As used throughout the Policy and procedures, the “Title IX Coordinator” also includes their designee(s).
- + **APPEAL DECISION-MAKER:** The person or panel who accepts or rejects a submitted appeal request, determines whether any of the appeal grounds are met, and directs responsive action(s) accordingly.
- + **COMPLAINANT:** An individual who has allegedly been subjected to conduct that could constitute Discrimination, Harassment, Retaliation, or Other Prohibited Conduct under the Policy.
- + **CONFIDENTIAL RESOURCE:** An Employee who is not a Mandated Reporter of Notice of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct under the Policy (irrespective of Clery Act Campus Security Authority status).
- + **DAY:** A business day when LCAD is in normal operation. All references to days in the Policy refer to business days unless specifically noted.
- + **DECISION-MAKER:** The person or panel who reviews evidence, determines relevance, and makes the Final Determination of whether the alleged conduct has violated the Policy and/or assigns sanctions.
- + **DIRECTLY RELATED EVIDENCE:** Evidence connected to the allegations, but which is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and which cannot be relied upon by the Decision-maker. Compare to Relevant Evidence below.
- + **EDUCATION PROGRAM OR ACTIVITY:** Locations, events, or circumstances where LCAD exercises substantial control over both the Respondent and the context in which the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct occurs. Also includes any building owned or controlled by a student organization that LCAD officially recognizes.
- + **EMPLOYEE:** A person, including Faculty, employed by LCAD, either full- or part-time, including Student-Employees when acting within the scope of their employment.
- + **FACULTY:** Any member of LCAD community who is responsible for academic activities, teaching, research, or the academic evaluation of Students.
- + **FINAL DETERMINATION:** A conclusion by the standard of evidence that the alleged conduct did or did not violate the Policy.
- + **FINDING:** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).

- + **FORMAL COMPLAINT:** A document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging a Respondent engaged in Discrimination, Harassment, Retaliation, and/or Prohibited Conduct under the Policy and requesting that LCAD investigate the allegation(s).
- + **FORMAL GRIEVANCE PROCESS:** “Process A,” LCAD’s method of formal resolution to address Title IX Sexual Harassment allegations, which complies with the requirements of the Title IX regulations (34 C.F.R. § 106.45) and the Violence Against Women Act amendments to the Clery Act (34 C.F.R. § 668). See Appendix C for information on the Administrative Resolution Process (“Process B”) LCAD may use to resolve complaints in certain situations.
- + **INFORMAL RESOLUTION:** A Resolution the Parties agree to and the Title IX Coordinator approves, which occurs prior to a Final Determination.
- + **INVESTIGATION REPORT:** The Investigator’s written summary of all Relevant Evidence gathered during the investigation. Versions include the Draft Investigation Report and the Final Investigation Report.
- + **INVESTIGATOR:** The person(s) LCAD authorizes to gather facts about an alleged violation of the Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report of Relevant Evidence and a file of Directly Related Evidence.
- + **MANDATED REPORTER** AN LCAD Employee who is obligated by Policy to share knowledge, Notice, and/or reports of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct with the Title IX Coordinator and/or their supervisor.[15]
- + **NONDISCRIMINATION TEAM:** The Title IX Coordinator, any deputy coordinators, and any member of the Resolution Process Pool.
- + **NOTICE:** When an Employee, Student, or third party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.
- + **OFFICIAL WITH AUTHORITY (OWA):** AN LCAD Employee who has responsibility to implement responsive measures for Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct on LCAD’s behalf. LCAD OWAs.
- + **PARTIES:** The collective term for the Complainant(s) and Respondent(s) involved in a complaint.
- + **PREGNANCY OR RELATED CONDITIONS:** Pregnancy, childbirth, termination of pregnancy , or lactation, medical conditions related thereto, or recovery therefrom.
- + **PROCESS A:** The Formal Grievance Process detailed in the procedures and defined above.
- + **PROCESS B:** The Administrative Resolution Process detailed in Appendix C that only applies when Process A does not, as determined by the Title IX Coordinator.
- + **PROTECTED CHARACTERISTICS:** Any characteristic for which a person is afforded protection against Discrimination and Harassment by law or LCAD policy.
- + **REASONABLE PERSON:** A reasonable person under similar circumstances and with similar identities to the Complainant.

- + **RELEVANT EVIDENCE:** Evidence that tends to prove or disprove any element of an offense or any issue materials to resolving a complaint.
- + **REMEDIES:** Typically, post-Resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to LCAD's Education Program or Activity.
- + **RESPONDENT:** A person who is alleged to have engaged in conduct that could constitute Discrimination based on a protected characteristic, Harassment, or Retaliation for engaging in a protected activity under the Policy, or Other Prohibited Conduct.
- + **RESOLUTION:** The result of an Informal Resolution, a Formal Grievance Process, or Administrative Resolution Process.
- + **SANCTION:** A consequence imposed on a Respondent who is found to have violated the Policy.
- + **SEX:** Birth Sex (under Title IX). Outside Title IX, Sex can include gender identity, gender expression, sexual orientation, sex characteristics, and sex stereotypes.
- + **STUDENT:** Any individual who has accepted an offer of admission, or who is registered for or enrolled in for-credit or non-credit-bearing coursework, and who maintains an ongoing educational relationship with LCAD.
- + **TITLE IX COORDINATOR:** At least one official designated by LCAD to ensure compliance with Title IX and LCAD's Title IX program. References to the Coordinator throughout the Policy may also encompass a Coordinator's designee for specific tasks.
- + **NONDISCRIMINATION TEAM:** refers to the Title IX Coordinator, any deputy coordinators, and any member of the Resolution Process Pool.

[1] Education Program and Activity includes LCAD Employees' work environment.

[2] Implicitly or explicitly.

[3] Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent), though a Decision-maker may consider compelling evidence that rebuts an assertion of unwelcomeness. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a Reasonable Person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

[4] Contact with private body parts is considered to be done for the purpose of sexual gratification unless: (1) the contact can be proven inadvertent; (2) the contact is for a legitimate medical (or other privileged) purpose and thus is conduct for which consent should have been sought and obtained by the provider; (3) the contact involves a Respondent who is pre-sexual, based on maturity/age (thus their intent is not sexual); (4) the contact involves a Respondent who cannot developmentally understand sexual contact or that their contact is sexual; or (5) the contact is something like butt-slapping on a team and is both minimal and unlikely to have sexual motivation or purpose, as shown by the context of the act(s).

[5] For purposes of the Policy, violence includes situations where the Respondent intentionally or recklessly causes the Complainant serious physical, emotional, or psychological harm.

(1) Intent is evidenced when a Reasonable Person would be more likely to act with the purpose of causing serious harm rather than for any other reason.

(2) Recklessness is evidenced by a disregard of obvious risk to the safety of the Complainant.

(3) Legitimate use of violence for self-defense is not chargeable under the Policy because the purpose is safety, not harm. It may also be used as a defense if it is not clear at the time of charging whether the use of violence was for self-defense or not. Self-defense is only to be considered if it is prompted by physical violence or the threat thereof.

(4) Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances.

(5) Threats to seriously harm the Complainant or people they care about may be chargeable under this definition if doing so causes serious emotional or psychological harm.

[6] To categorize an incident as Domestic Violence under the Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

[7] As defined in the footnote for Dating Violence.

[8] The state definition of consent is applicable to criminal prosecutions for sex offenses in California but may differ from the definition used by LCAD to address Policy violations.

[9] Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual.

[10] As required by federal law, LCAD may not initiate a grievance process for allegations of Title IX Sexual Harassment without a Formal Complaint. For all other allegations of prohibited conduct under the Policy, a Formal Complaint is not required, and the LCAD may initiate its grievance process upon Notice of the alleged misconduct. Notice can be substituted in place of references to a Formal Complaint for allegations other than Title IX Sexual Harassment throughout the Policy.

[11] 20 U.S.C. 1232g.

[12] 34 C.F.R. § 99.

[13] 42 U.S.C. sections 13701 through 14040.

[14] Defined terms are considered “terms of art” and are capitalized throughout this document.

[15] Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility under the Policy.

FIELD TRIPS, TRAVEL, AND GLOBAL LEARNING



FIELD TRIPS, TRAVEL, AND GLOBAL LEARNING

FIELD TRIP POLICY

Local and regional field trips encompass local day trips, local overnight trips, and brief regional overnight trips within the continental United States. This policy also pertains to courses that include regular off-campus sessions at museums, exhibitions, site visits, or other locations. However, outings organized by Student Affairs are not subject to this policy. For courses involving international travel or domestic travel exceeding the scope of a typical field trip, as outlined below, the Travel and Global Learning policies apply.

DEFINITIONS

- + Local Day Trip or Local Field Trip – Domestic travel typically within a 150-mile radius of the College, without an overnight stay.
- + Local Overnight Trip – Domestic travel typically within a 150-mile radius of the College, with a stay of up to three nights.
- + Regional Overnight Trip – Domestic travel within a 1500-mile radius of the College, with a stay of up to four nights.

SCOPE OF POLICY

To ensure that field trips align with both the course objectives and the College's mission while addressing all student safety concerns, all field trips requests must receive prior authorization and be thoroughly documented using the forms available on our website. Each field trip must be supervised by a faculty or staff member, and all student participants must follow the established field trip guidelines. The guidelines for students are detailed below.

Guidelines for Students

1. Students participating in field trips must comply with the behavioral standards outlined in the Student Code of Conduct. Violations of these regulations or any local, state, or federal laws may lead to disciplinary action by the College.
2. Students who choose to arrive at the field trip location early, stay beyond the scheduled activities, or separate from the group do so at their own risk.
3. Students are responsible for managing and carrying their personal medication during the field trip.

TRAVEL AND GLOBAL LEARNING POLICY

This policy outlines the expectations and guidelines for students participating in study abroad programs, International Internships, or other college-sanctioned activities outside the country. Our goal is to ensure a safe, respectful, and enriching experience for all participants. Students are expected to uphold the values and standards of our College while abroad, representing themselves and the institution with integrity.

Student Behavior Expectations

Students must adhere to the following behavior expectations:

- + Respect: Treat all individuals, including fellow students, faculty, local residents, and other travelers, with respect and consideration.
- + Cultural Sensitivity: Show respect for local customs, traditions, and laws. Educate yourself about the host country's culture and practices.
- + Academic Integrity: Maintain academic standards and complete all assigned coursework and activities.
- + Communication: Stay in regular contact with program leaders and check institutional communication channels for updates.

Travel and Global Learning Alcohol and Drug Policy

The College enforces a strict alcohol and drug policy for study abroad programs:

- + Alcohol Use: Students of legal drinking age in the host country may consume alcohol responsibly. Excessive consumption and public intoxication are prohibited. Faculty and staff may not consume alcohol while in service to students during travel.
- + Drug Use: The use, possession, or distribution of illegal drugs is strictly forbidden and will result in immediate disciplinary action, including potential dismissal from the program and legal consequences.
- + Medication: Students should carry necessary prescription medications in their original containers with a copy of the prescription.

MEDICAL INSURANCE AND MEDICAL COSTS

This policy aims to ensure that all students traveling abroad under the auspices of Laguna College of Art + Design have adequate medical insurance coverage and understand the procedures for handling medical costs during their time abroad.

This policy applies to all students participating in any study abroad programs, international internships, or other college-sanctioned activities outside the country.

Medical Insurance Requirements

- 1. Mandatory Coverage:** All students traveling abroad must have comprehensive medical insurance coverage for the entire duration of their stay. This coverage must include, but is not limited to:
 - + Emergency medical expenses
 - + Hospitalization
 - + Medical evacuation
 - + Repatriation of remains
 - + Coverage for pre-existing conditions

2. Verification: Students must provide proof of insurance coverage before departure. This proof must include:

- + The insurance provider's name
- + Policy number
- + Coverage details
- + Emergency contact information for the insurance provider

3. Insurance Purchase: Students may purchase insurance through [College Name]'s approved insurance providers or another provider that meets the above requirements.

Medical Costs

1. Out-of-Pocket Expenses: Students are responsible for any out-of-pocket medical expenses incurred during their time abroad. These expenses may be reimbursable through the student's insurance policy, subject to the terms and conditions of their coverage.

2. Claims Process:

- + **Documentation:** Students must keep all receipts and documentation related to medical expenses.
- + **Submission:** Claims for reimbursement must be submitted directly to the insurance provider as per their guidelines.

4. Emergency Situations: In case of a medical emergency, students should seek immediate medical attention and contact their insurance provider as soon as possible. Students should also inform the Dean of Student Affairs or designated contact person at LCAD about their situation.

Additional Provisions

1. Pre-Departure Health Preparation: Students are encouraged to:

- + Have a comprehensive medical check-up before departure.
- + Obtain necessary vaccinations and medications.
- + Carry a basic first aid kit and any prescribed medications.

2. Health and Safety Resources: Students will be provided with health and safety information specific to their destination country, including:

- + Local emergency contact numbers.
- + Nearest hospitals and clinics.
- + Contact information for the local U.S. embassy or consulate (for U.S. citizens).

3. Confidentiality: All medical information provided by students will be kept confidential in accordance with applicable privacy laws and college policies.

Non-Compliance

Failure to comply with this policy may result in:

- + Denial of participation in the travel abroad program
- + Disciplinary action in accordance with college policies

COMPANION POLICY

Students are not permitted to have companions (family members, friends, significant others) join them during the official study abroad program dates. Exceptions may be granted for special circumstances with prior approval from the program director.

TRAVEL ABROAD ACTIVITIES GUIDELINES

- + **Participation:** Students must participate in all scheduled activities and excursions unless excused by the program director.
- + **Free Time:** During free time, students should inform program leaders of their whereabouts and plans.
- + **Safety:** Always prioritize personal safety. Avoid risky behaviors and areas known for high crime rates. Follow all safety guidelines provided by the program.
- + **Documentation:** Carry important documents, such as passports and emergency contact information, at all times.

Group Guidelines

- + **Formation:** When exploring outside of organized activities, students should form small groups (minimum of three people) to ensure safety.
- + **Communication:** Maintain regular contact within the group and with program leaders.
- + **Accountability:** Each group is responsible for ensuring all members are accounted for and safe. Report any issues immediately to program leaders.
- + **Decision Making:** Make group decisions collaboratively and considerately, respecting all members' preferences and concerns.

TRAVEL ABROAD REMOVAL POLICY

The Travel Abroad Removal Policy at LCAD outlines circumstances for removing students from travel abroad programs due to health and safety concerns, behavioral misconduct, academic issues, or non-compliance with program requirements.

- + Health and safety concerns include serious illness, mental health issues, and failure to adhere to safety guidelines.
- + Behavioral misconduct encompasses violations of the Student Code of Conduct and involvement in illegal activities.

- + Academic issues involve failing to meet program standards or academic dishonesty.
- + Non-compliance includes breaking host institution or country rules.

Students who violate LCAD's Travel Abroad policies or the Code of Student Conduct will be immediately removed from the travel study program and required to return at their own expense. This includes covering the travel costs for an accompanying Faculty, Staff, and or Program Provider to the point of departure. Once back at LCAD, the Dean of Student Affairs will investigate the incidents and allegations, collaborating with the Conduct Committee to determine appropriate sanctions. For questions, students should contact the Dean of Student Affairs. This policy aims to uphold the safety, well-being, and academic integrity of participants, ensuring a positive and enriching experience for everyone involved.

CAMPUS SAFETY AND SECURITY



CAMPUS SAFETY AND SECURITY

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 Campus Safety Department which will then be reported to the Laguna Beach Police Department (if not already contacted), other emergency personnel and appointed school officials. The LCAD Campus Safety number is 949-715-8034.

IF YOU SEE SOMETHING, SAY SOMETHING!

LCAD Campus Safety 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 Campus Safety: 949-715-8034

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. CSAs 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 and Director of Campus Safety.

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.

Director of Campus Safety + Security:

Peter Vanderford
pvanderford@lcad.edu
949-376-6000 Ext.296

Human Resources Manager

Katherine Pinkerton
kpinkerton@lcad.edu
949-376-6000 Ext. 292

Campus Safety Officers: (949) 715-8034

Main Campus Receptionist:

Tom Lillehoff
949-376-6000 Ext.299

Administration Building Receptionist:

949-376-6000 Ext. 221

Big Bend Campus Receptionist:

Susan Gobron
949-376-6000 Ext.304

MFA Coordinator:

Sharon Flanders
949-376-6000 Ext. 270

The CSA's are trained to also assist victims with notifying law enforcement if the victim so chooses 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 [Incident Report Form](#), which can be found at [my.lcad.edu](#)

The Dean of Student 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. 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. Email 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.

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.

- + Email 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 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.

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

MFA Studios:

Parking lot by LCR

Big Bend:

Front Parking Lot

Residential Housing:

Parking lot by Laguna Canyon Road

Admin Building & Senior Studios:

Parking Lot by Laguna Canyon Road

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 Campus Safety (949-715-8034).

For a medical emergency on campus, notify Campus Safety 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.

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 Omar Zuwayed, Dean of Student Affairs at Ozuwayed@lcad.edu or at 949-376-6000 x235.

If the student is under the age of 18, the 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:

- + Office of Academic Affairs
- + Student Life
- + Campus Safety
- + Campus IT
- + Counseling

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 a 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:

Assess overall situation

- + All-Points Bulletin to all faculty and staff
- + Resident Advisors may be asked to physically search the Residence Hall
- + Administration to check security camera footage
- + Administration to physically check all campus locations
- + Research Social Media
- + Call the local hospitals
- + Administration will check Student ID activity
- + Administration will check official LCAD e-mail and computer usage activity
- + Inquire with Roommates about recent happening, discussions or behaviors
- + 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 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 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.

The following statistics come from Campus Safety Authority reports as well as the Laguna Beach Police and Fire Departments.

Criminal Offenses: On-Campus Housing Facilities	2022	2023	2024
Murder/Non-Manslaughter by Negligence	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0

Criminal Offenses- Public Property	2022	2023	2024
Murder/Non-Manslaughter by Negligence	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0

Hate Crimes On Campus: Includes Murder/non-Manslaughter by Negligence, 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.	2022	2023	2024
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Disability	0	0	0

Hate Crimes On Campus Housing: Includes Murder/non-Man- slaughter by Negligence, 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.	2022	2023	2024
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Disability	0	0	0

Hate Crimes Public Property: Includes Murder/non-Man- slaugh- ter by Negligence, 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.	2022	2023	2024
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Disability	0	0	0

Arrest On-Campus	2022	2023	2024
Liquor Law Violations	0	0	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	1	0

Arrest Public Property	2022	2023	2024
Liquor Law Violations	0	0	0
Weapons, carrying, possessing, etc.	0	1	0
Drug Abuse Violations	2	0	0

Disciplinary Actions – On Campus	2022	2023	2024
Liquor Law Violations	0	0	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0

Disciplinary Actions – On Campus Student Housing	2022	2023	2024
Liquor Law Violations	0	0	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0

Disciplinary Actions – Public Property	2022	2023	2024
Liquor Law Violations	0	0	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0

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 2022, 2023, or 2024 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:

- + To report crime statistics in a timely manner
- + To disclose security related information and timely warnings
- + To set and enforce policies and procedures related to victim's rights
- + To develop and conduct disciplinary proceedings
- + To provide resources and tips to victims of crimes
- + To Provide primary prevention and awareness programs
- + 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, Title IX 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, Dean of Student, Omar Zuwayed at ozuwayed@lacad.edu. LCAD will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably. Please see the [Title IX](#) section for more information.

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 following webpage below for complete information. www.lcad.edu/health-safety

Clery Report: Criminal Offenses On-Campus	2022	2023	2024
Murder/Non-Manslaughter by Negligence	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0

TITLE IX / 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 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.

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 Life Coordinator.

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. LCAD Residence Life & Housing conducts the drills. Fire Evacuation procedures are posted in every unit near the front door.

FIRE DRILL LCAD STUDENT RESIDENCE HALL

If you see a fire evacuate the building immediately

- + Dial 911 to report the fire.
- + Do not waste time gathering personal belongings.
- + Stay low to avoid smoke inhalation.
- + Make sure everyone is vacated from your unit.
- + If you are the last person to exit your unit close the door behind you to prevent the fire from spreading.
- + After exiting meet in designated safety areas.
- + Once you are in a safety zone call your resident manager.
- + Under no circumstances should you reenter a burning building.
- + Wait in safety zone for further instruction from Residence Life staff.

THE FOLLOWING AREAS ARE DESIGNATED AS SAFE ZONES FOR FIRE EVACUATION:

- + Front of Tivoli Too (if the fire is in 787 or 793...see map)
- + Parking lot in front of Another Kind 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 Act Annual Fire Safety Report:

LCAD is committed to reporting crime statistics that are required by the Jeanne Clery Act 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.

Fires at the Residence Hall should be reported to the Director of Student Life and Conduct and the Resident Manager, at 949-376-6000 x235. 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.

Fires--Summary for 775, 785, 787 and 793 Laguna Canyon Road	2022	2023	2024
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0

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 Campus Safety.

EMERGENCY SUPPLIES

We have an Emergency Response Trailer, which has emergency supplies, that is located in the Main Campus parking lot and at the Residence Hall Student Lounge. Supplies include items such as flashlights, batteries, food, water and toiletries. Supplies 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 OMNILERT via LCAD email and phone text messaging. 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.

IF YOU SEE SOMETHING, SAY SOMETHING!

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 crosswalks.
- + The LCAD Shuttle makes regular stops to the Main Campus, Big Bend, South Campus and Artisan Apts. 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 Monday-Friday, 7:45 a.m. to 10:30 p.m. Saturday, 7:45 a.m. to 10:30 p.m.

When arriving to or departing late from campus please take precautions and follow these suggested safety guidelines:

- + Do not 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 Campus Safety 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 DRILLS

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.

FINANCIAL AID SERVICES



FINANCIAL AID SERVICES

FINANCIAL AID

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.

Prospective borrowers may qualify for loans or other assistance under the Title IV, Higher Education Act (HEA) programs. The terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

Financial aid is available from one or more of the following sources: Institutional and private scholarships, part-time employment, and Federal, State, or Institutional Grants, and Federal and Private 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 Education (a standard budget) and the Student Aid Index (SAI) - the amount the student and if applicable, the student's spouse and/or parents can be expected to contribute. Costs of Education components include tuition and fees, an allowance for books and supplies, housing, food, transportation, and personal expenses. Family contributions are based on a 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 eligibility requirements are encouraged to apply for financial 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 the US Department of Education, the applicant must meet the following eligibility criteria:

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

FINANCIAL AID 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 studentaid.gov. If you cannot complete the application online, please contact the Financial Aid office. Offer letter processing time may vary depending on student aid report requirements.

LCAD GRANTS AND SCHOLARSHIPS

The LCAD Scholarship Fund is made up of money generously provided by individual donors, outside organizations, alumni, and the College. Students are notified about these opportunities throughout the year through their LCAD email account.

FEDERAL GRANTS

A grant is gift aid that does not have to be repaid as long as the student continues to meet all eligibility requirements. LCAD participates in two federally funded grant programs: The Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG).

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 two Cal Grant programs. The annual deadline to apply for these grants is March 2nd. In order to apply for a CalGrant you must complete the FAFSA by March 2nd and send in a GPA Verification Form to the California Student Aid Commission (CSAC) by March 2nd. LCAD will send GPA verifications for current LCAD students who request them. Verifications will be sent electronically to CSAC. If a student has not completed 24 credits at LCAD, they must request that their GPA verification(s) be sent by their previous institution(s).

FEDERAL WORK-STUDY

Federal Work-Study (FWS) is funded by the federal government, with some matching LCAD funds. FWS enables students to earn part of their financial aid award through part-time employment on campus. Except for certain community-service jobs, FWS employment is limited to on-campus jobs. FWS student hourly rates are consistent with minimum wage. To participate in the FWS program, a student must be eligible for and be awarded funds towards FWS as part of their financial aid package. If you are interested in the FWS program, please contact the Financial Aid Office.

DIRECT LOAN PROGRAM

The Direct 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 repayments begin six months after graduation or after a student drops below half-time enrollment.

Federal Direct Subsidized or Unsubsidized loans, low interest Parent Loan for Undergraduate Students (PLUS) loans and Grad PLUS loans, cannot be disbursed without completion on studentaid.gov of Student Loan Entrance Counseling and a Student Loan Master Promissory Note (MPN), and in the case of PLUS loans, a PLUS application and PLUS MPN.

DIRECT SUBSIDIZED STAFFORD LOANS FOR UNDERGRADUATE STUDENTS

This is a long-term, low-interest federal loan. "Subsidized" means the federal government pays the interest 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 below 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. Interest rates are set by Congress annually. "Unsubsidized" means the student is responsible for the interest on the loan. 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 Direct subsidized borrowing). The yearly maximum amount of this loan is based upon a student's class standing and dependency status. Please see the Financial Aid Chart for a breakdown of class standing and yearly loan amounts.

FINANCIAL AID CHART CLASS STANDING (STUDENTS ENTERING LCAD PRIOR TO 2025)

First-year: 0–27 credits

Sophomore: 28–60 credits

Junior: 61–93 credits

Senior: 94–122 credits

FINANCIAL AID CHART CLASS STANDING(STUDENTS ENTERING LCAD FALL 2025 AND THEREAFTER)

First-year: 0–30 credits

Sophomore: 31–60 credits

Junior: 61–90 credits

Senior: 91–120 credits

DIRECT LOAN LIMITS

Direct Subsidized Loan

First-year: \$3,500

Sophomore: \$4,500

Junior: \$5,500

Senior: \$5,500

Direct Unsubsidized Loan

(Less any Direct Subsidized Loans awarded)

First-year: \$5,500

IF Subsidized available THEN First-year: \$2,000 Unsub
\$3,500+\$2,000=\$5,500 Sophomore: \$6,500

IF Subsidized available THEN Sophomore: \$2,000 Unsub
\$4,500+\$2,000=\$6,500 Junior: \$7,500

IF Subsidized available THEN Junior: \$2,000 Unsub
\$5,500+\$2,000=\$7,500 Senior: \$7,500

IF Subsidized available THEN Senior: \$2,000 Unsub
\$5,500+\$2,000=\$7,500

ADDITIONAL UNSUBSIDIZED FUNDING

Independent students and students whose parents are denied a PLUS loan:

First-year: \$4,000 Junior: \$5,000

Sophomore: \$4,000 Senior: \$5,000

DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) + GRAD PLUS (GRADUATE STUDENT PLUS LOANS)

The PLUS loan program is available to parents of dependent students or Graduate Students and has a fixed rate determined by Congress annually and is subject to change. These loans serve as a supplemental source of money to parents on behalf of their dependent student. PLUS loans, unlike the Federal Loans 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 loans. There are no aggregate loan limits. This loan is in the parent's name. This requires a PLUS application and PLUS MPN on studentaid.gov.

DIRECT UNSUBSIDIZED LOAN INFORMATION

This is a long-term, low-interest federal loan. "Unsubsidized" means the student is responsible for the interest on the loan. Interest payments can be capitalized, which means they will be deferred with the principal while the student is in school. This interest amount is added to the principal balance. Interest rates for these loans are determined by Congress annually. 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 disbursed 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 Direct Subsidized borrowing).

Loan Type	Fixed Interest Rate
Direct Subsidized Loans & Direct Unsubsidized Loans for Undergraduate Students	6.53%
Direct Unsubsidized Loans for Graduate and Professional Students	8.08%
Direct PLUS Loans for Parents of Dependent Undergraduate Students and for Graduate or Professional Students	9.08%

Origination fees are:

1.057% Origination fee for Subsidized/Unsubsidized Student Loans: 4.230% Origination fee for PLUS/Grad PLUS Loans.

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 loans are offered by private lenders and there are no federal forms to complete. Eligibility for private student loans often depends on your credit score. These loans are commonly in the student's name, although many students require co-signers to meet the credit criteria for most lenders. LCAD will work with any lender that the student chooses. Prospective borrowers may qualify for loans or other assistance under the Title IV, HEA programs. The terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

LCAD MERIT SCHOLARSHIPS

LCAD Merit Scholarships are offered to all students applying for admission to LCAD. Students must present a portfolio representing their best work to be judged by an admissions scholarship committee as part of the application process. For 2025/26 recipients receive up to \$39,376 annually, though the average was \$12,500, towards tuition costs for the duration of their four-year BFA program, provided they remain 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 credits each semester.

MERIT SCHOLARSHIP AND FINAL SEMESTER

Students enrolled in less than 9 units in their last semester at LCAD in order to graduate are eligible for 50% of their semester LCAD Merit Scholarship amount. Please note that the 50% LCAD Merit Scholarship is a one-time award. In the rare event that the student does not pass all of the necessary classes in their last semester, the student does not qualify for this scholarship again. In addition, you can never receive any LCAD Scholarship again unless you are enrolled in an MFA program at LCAD.

MERIT SCHOLARSHIPS FOR MFA STUDENTS:

LCAD's current policy states that you must be enrolled in a minimum of 12 units or more and have a minimum per term GPA of 2.0 in order to be awarded 100% of your LCAD MFA Merit Scholarship. Please also keep in mind that LCAD's current policy states that you must be enrolled between 7 to 11 units and have a minimum per term GPA of 3.0 in order to be awarded 50% of your LCAD MFA Merit Scholarship.

Always keep in mind that LCAD's current policy states that if you are enrolled in 6 units or less, you will not be awarded your LCAD MFA Merit Scholarship. If you are a recipient of any other awards administered and/or awarded by LCAD, you must be enrolled in a minimum of 12 units and have a minimum per term GPA of 2.0 in order to maintain your award.

LCAD ACCESS SCHOLARSHIP

LCAD Access Scholarships are available to continuing students based on need and funding availability. Recipients receive up to \$1,000 annually towards tuition costs provided they are 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 credits each semester.

LCAD TRANSFER SCHOLARSHIP

LCAD Transfer Scholarships are available to transfer students their first year. Recipients receive \$1,000, \$500 each of their first two semesters, towards tuition costs their first year at LCAD provided they are 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 credits each semester.

OTHER SCHOLARSHIPS AND GRANTS

The Office of Financial Aid can assist students in finding outside sources of Financial Aid. Information within the Financial aid office can help students in finding private scholarships, discuss excellent habits for success, and familiarize yourself with resources on and off campus. Often students use search engines to identify funding sources and we encourage you to diversify the types of funds you apply to (e.g. essays, artwork, and

scholarship portfolio style opportunities). You are encouraged to utilize available resources and get proofreading and critiques before submitting your final applications. If you have questions regarding financial aid or the financial aid process, please contact LCAD's Financial Aid office at 949.376.6000, or via email at financialaid@lcad.edu.

NATIONAL STUDENT LOAN DATABASE SYSTEM (NSLDS)

Federal student loans are monitored by the National Student Loan Data System (NSLDS) and LCAD is required to report student borrower enrollment status regularly to that system. NSLDS is accessible to authorized personnel in guarantee agencies, lenders, and schools. Students can access their information through the studentaid.gov portal using their FSA ID and Password.

EXIT COUNSELING REQUIREMENTS

Exit Counseling details are emailed to each borrower upon any of the following situations: Graduation, Withdrawal, drop below 6 units, or Extended LOA. These can be completed at studentaid.gov.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are required to maintain SAP in their educational program as described in the school catalog. SAP is evaluated based on qualitative and quantitative measurements (GPA and completed courses) at the end of the academic year. To remain eligible for federal, state and most institutional aid, a student must meet the SAP criteria as specified below:

Qualitative Measurement: GPA Requirement

- + Undergraduate students are required to maintain a 2.0 minimum cumulative LCAD GPA on a 4.0 scale at the end of each academic year.
- + Repeated courses are included in the calculation of GPA.
- + Grade of incomplete is not included in the calculation of GPA.
- + The Incomplete grade reverts to an F if not completed by the due date and it will impact GPA. Merit Scholarships will not be disbursed until any outstanding Incomplete grade is resolved.
- + Graduate students are required to maintain a Pass or Low Pass on all their classes

Quantitative Measurement: Maximum Time Frame and Pace Requirement

- + Maximum Time Frame (credit completion): Undergraduate students must complete their degree within 183 credits (122 credits x 150%). Students can receive federal aid for 150% of the length of their degree program. State grants have a maximum time frame of four years.
 - + Pace: Undergraduate students must complete at least 67% (122/183) of the units they attempt at the end of each academic year. Transfer credits are included in the calculation as attempted and completed hours.
- + Students with failing grades can receive federal aid for repeated coursework. Students can use federal financial aid once to repeat a course with a passing grade. Repeated courses are included in the calculation as attempted hours.

- + Grades of incomplete are counted as attempted but not completed. If a grade of incomplete is not changed to a passing grade within the time frame outlined in the catalog, it may impact the student's ability to meet the pace requirements and disqualify this student from receiving federal, state and/or institutional aid.
- + Students with SAP impacted by changes in major are expected to complete all degree requirements before reaching 182 attempted credit hours. Financial Aid staff reviews SAP impacted by changes in major on a case-by-case basis.

Additional Institutional Requirements (LCAD Scholarships):

Unit Requirement

Students are required to be enrolled at least 9 units (3/4 time) each semester to maintain eligibility for institutional awards.

- + Undergraduate students are required to complete at least 9 credits per semester
- + Graduate students are required to complete at least 6 credits per semester
- + Failed/Incomplete/Withdrawal grades and audits are not included in the credit requirement completion calculation.
- + Any and all institutional awards are not earned until after the completion of the tuition adjustment period as published in the student handbook.
- + Students who drop below the minimum requirement before this time are ineligible for the award that term.
- + Students who take a leave of absence or withdraw prior to the completion of the Withdrawal period lose eligibility to keep their institutional awards for the semester.
- + LCAD full ride scholarships are available for undergraduate students for up to eight semesters and for graduate students for up to four semesters based on their determined grade level their first semester at LCAD.

SAP Evaluation Process

Satisfactory Academic Progress is evaluated at the end of each academic year. A student who does not meet one or more SAP requirements will be placed on the unsatisfactory SAP status of Warning and will lose eligibility for financial aid. A student who has lost eligibility for financial aid due to the Unsatisfactory SAP status can request reinstatement of financial aid by submitting a written appeal to the Student Financial Services Appeal Committee.

An academically dismissed student regains eligibility for financial aid if they are readmitted by the Academic Standing Committee and have an approved SAP Appeal.

Appeal Process/ Regaining Eligibility

Students who fail to meet the SAP standard(s) can submit a written appeal to the Student Financial Aid Office. The appeal must explain the reason(s) that led to the SAP failure and the changes that will allow the student to meet the SAP standards in the future. Students will be notified of the SAP Appeal decision via LCAD student email. Students with approved SAP appeals are placed on Probation Status and are eligible to receive financial aid for one semester. Students on Probation Status must meet SAP requirements at the end of their semester to keep their eligibility for financial aid.

Students have the responsibility to respond to Student Financial Office communication regarding suspended financial aid eligibility. Appeal requests must be sent to the Appeal Committee prior to the appeal deadline stated in the LCAD SAP status notification. Students may also regain eligibility by meeting the SAP standards while taking the coursework at their own expense. Academically dismissed students regain eligibility for financial aid if readmitted by the Academic Standing Committee and have an approved SAP Appeal.

DEPARTMENT OF VETERAN AFFAIRS (DVA) EDUCATIONAL ASSISTANCE

Most 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 that 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.

GI Bill® Trademark Terms of Use Third-party use of the trademark is restricted to the education and training institutions eligible to receive VA education benefits, State Approving Agencies, and recognized Veterans Service Organizations. Parties not identified are prohibited from using GI Bill® in any manner that directly or indirectly implies a relationship, affiliation, or endorsement with the U.S. Department of Veterans Affairs. Authorized third parties may use the registered trademark "GI Bill" in print, electronic, radio, digital, or other media as established by the terms of use. The trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage, such as the title of a brochure, form, or the very top of a Web page and the following trademark attribution notice must be prominently visible: "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Use of the registered trademark symbol is not required each time the mark appears in a single document or on a Web page. However, the symbol should be prominent on all individual documents and Web pages. Third-party use of the trademark is restricted and subject to the following:

- + The GI Bill® trademark is not to be incorporated or included in company or product names, trademarks, logos, or internet domain names.
- + The term "GI Bill®" is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.
- + Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
- + No entity shall use the GI Bill® trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
- + Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited.

BFA TUITION

Tuition for 2025/2026 will be \$39,376/year or \$19,688/semester with part-time enrollment calculated at \$1,641/unit.

MFA TUITION

Tuition for LCAD's MFA programs Art of Game Design, Drawing, and Painting are calculated per unit. Because of the nature of the programs, as a student of the MFA program you pay the per-unit cost regardless of your enrollment status.

- + DRAWING AND PAINTING 2025/2026: \$41,738/year, \$20,869/semester or \$1391/unit.
- + GAME 2025/2026: \$45,456/year, \$22,728/semester or \$1,515/unit.

Tuition at LCAD is established annually by the Board of Trustees and is subject to change each year.

METHODS OF TUITION PAYMENT

LCAD accepts cash, check, American Express, MasterCard, and Visa. LCAD allows you the option to pay tuition in four (4) payments over the course of each semester you are enrolled. If you fail to make tuition payments, LCAD reserves the right to bar you from class, withhold grades, withhold diploma and/or transcripts, and/or to enforce suspension.

TUITION REFUND POLICY

If you withdraw from LCAD prior to completing 60% of a semester or 60% of a class less than a semester in length, a refund will be calculated on a pro-rated basis using a percentage that is proportional to the enrollment period you completed. The refund is calculated by multiplying the percentage of attendance in the class or classes by LCAD's charges for the classes you attempted. No refunds will be paid after the 60% completion date.

ACADEMIC POLICIES



ACADEMIC POLICIES

DEGREE REQUIREMENTS

BFA and Certificate Programs:

- + GPA: Minimum overall GPA of 2.0, with a minimum of 2.5 in studio requirement courses.
- + Credits: Completion of at least 122 credits.
- + Residency: Must fulfill the residency requirement (see RESIDENCY REQUIREMENTS (BFA)).
- + Coursework: Completion of all required Foundation, Major, Liberal Arts, and Art History courses.
- + Commencement: Held once a year at the end of the spring semester. Students may participate with up to 3 credits outstanding upon request via the graduation application.

MFA Programs:

GPA: Minimum overall GPA of 3.0.

Credits: Completion of 60 credits.

General Requirements:

- + Outstanding Balances: Students with outstanding tuition or fees may not participate in commencement or receive diplomas until resolved.
- + Verification: Students should check with the Registrar at the beginning of their senior year to ensure they are on track for graduation.
- + Graduation Application: Complete the online Graduation Application on my.LCAD.edu and meet with the Registrar's Office or Department Chair at the beginning of the semester before graduation, and again during the final semester to confirm all requirements are met.

Time Limits:

- + BFA and Certificate: Must complete all requirements within 10 years from the first date of registration.
- + MFA: Must complete all requirements within 5 years from the first date of registration.
- + Failure to Complete: Students who do not meet the deadlines must follow the current curriculum, which may require additional coursework and credits.

ACADEMIC PROGRAMS OF STUDY

LCAD offers the following accredited programs:

- + MASTER OF FINE ARTS (MFA)
- + The student receives a master's degree.
- + BACHELOR of FINE ARTS (BFA)

- + The student receives a bachelor's degree.
- + CERTIFICATE
- + The student is awarded a professional undergraduate certificate.

Master of Fine Arts (MFA) in the following:

- + Drawing
- + Painting
- + Game Design

Bachelor of Fine Arts (BFA) in the following (11) majors:

- + Animation
- + Drawing + Painting
- + Drawing + Painting with Illustration Emphasis
- + Drawing + Painting with Sculpture Emphasis
- + Entertainment Design
- + Experimental Animation
- + Game Art
- + Graphic Design + Digital Media
- + Graphic Design + Digital Media with Action Sports Emphasis
- + Graphic Design + Digital Media with Illustration Emphasis
- + Illustration

Certificates in the following (7) majors:

- + Animation
- + Drawing + Painting
- + Entertainment Design
- + Experimental Animation
- + Game Art
- + Graphic Design + Digital Media
- + Illustration

MINORS

LCAD offers students an opportunity to augment their normal course of study with minors in the following areas:

Studio Minors – 15 Credits in studio work

- + Animation
- + Drawing + Painting
- + CMF (Colors Materials + Finishes)
- + Entertainment Design
- + Experimental Animation
- + Game
- + Graphic Design + Digital Media + Illustration
- + Sculpture
- + UI/UX

The Graphic Design + Digital Media department also offers these minors only to its own students:

- + Motion Graphics
- + Packaging
- + Photography/Exhibition Design
- + UI/UX

Liberal Arts Minors – 12 credits of coursework

- + Art History
- + Business + Entrepreneurship
- + Creative Writing

Please note that students who choose to take one of the required courses in the minor as a studio elective in a major will need to take an additional, more advanced course in the minor to meet the 15 credits beyond the major requirement. Additionally, students must maintain a 2.5 GPA in their minors.

ACADEMIC PROGRAM REQUIREMENTS

Master of Fine Arts (MFA) Requirements:

- + Acceptance to the College through the Admissions process.
- + Successful completion of 60 credits in specified courses and fulfillment of the following distributed requirements:

- + 44 credits in studio work
- + 16 credits in Liberal Arts and Art History classes, including the completion of a thesis.
- + Maintenance of an overall cumulative grade-point-average (GPA) of 3.0 or better.

Bachelor of Fine Arts (BFA) Requirements:

- + Acceptance to the College through the Admissions process. Declaration of major.
- + Successful completion of 120 credits in specified courses and fulfillment of the following distributed requirements:
 - + 77-79 credits in studio work, including credits in Foundation as required by the major.
 - + 39-45 credits are Liberal Arts classes, including 9 credits in Art History.
 - + Maintenance of an overall cumulative GPA of 2.0 or better and a minimum GPA of 2.5 in the major.

CLASS STANDING

Class standing, another definition of progress toward program completion, also determines eligibility for certain types and amounts of financial aid.

CLASS STANDING(STUDENTS ENTERING LCAD PRIOR TO 2025)

- + First-year: 0–27 credits
- + Sophomore: 28–60 credits
- + Junior: 61–93 credits
- + Senior: 94–122 credits

CLASS STANDING(STUDENTS ENTERING LCAD FALL 2025 AND THEREAFTER)

- + First-year: 0–30 credits
- + Sophomore: 31–60 credits
- + Junior: 61–90 credits
- + Senior: 91–120 credits

CREDIT HOUR POLICY

Credits / Semester System

Credit hours are established in terms of time and achievement required. Credits for a course are a means of measuring a student's progress in an academic program and represent the standards for the amount and quality of work required in a course. LCAD awards credits based on a semester system. Credit is earned only when curricular, competency, and all other requirements are met and the final examination or equivalent is satisfactorily passed.

Lecture / General Ed Classes

General education credit hour at LCAD consists of 1 hour in class with an average expectation of 2 hours of work outside of class each week. For a 3-credit class this would equate to 3 hours in class and 6 hours outside of class per week during a 15-week semester.

Studio Classes

Studio credit hour at LCAD consists of 2 hours in class with an average expectation of 2 hours of work outside of class each week. For a 3-credit class this would equate to 6 hours in class and 6 hours outside of class per week during a 15- week semester.

It is important to note that the out-of-class time expectations are averages only and may vary depending on the level of the course as well as individual ability and learning style of the student.

Blended Learning and Online Classes

A student should expect to spend a minimum of 135 hours in the successful completion of a 3- credit course. Students receive 45 hours of instructional engagement in a 3-credit course.

Instructional engagement includes: submitting academic assignments, listening to class lectures or webinars, taking exams, interactive tutorials, conducting research and reading online resources, attending a study group assigned by the college, contributing to an academic online discussion, initiating contact with a faculty member, externship or internship. Instructional engagement occurs synchronously and asynchronously in both the online environment and in face-to-face contact. Additionally, students can expect to complete 90 hours of preparation.

Preparation includes, but is not limited to: reading, study time and other research work needed to complete assignments and projects, as well as any activities related to preparation for instructional engagement.

Determining Credit Hours for Online Classes

For asynchronous online courses, course developers are to determine the amount of student work expected in each course in order to achieve the learning outcomes and to assign units based on at least an equivalent amount of work as represented in the above definition of credit hour.

Therefore, it will take the average student a total of approximately 135 hours to complete a class.

To calculate time on task, the following standards are good approximations to use.

- + The average adult reading rate is 250 words per minute with 70% comprehension. [Smith, Brenda D. "Breaking Through: College Reading" 7th Ed. Longman, 2004]
- + Reading for learning (100-200 wpm)
- + Reading for comprehension (200-400 wpm)
- + Skimming (400-700 wpm).
- + With an average of 400 words per page, at 200 words per minute a student should read around 30 pages per hour (200 words per minute x 60 = 12,000 words per hour divided by 400 = 30 pages per hour). Therefore, we are using 25-30 pages per hour.

- + Audiobooks are recommended to be 150-160 words per minute or 22 pages per hour.
- + Reading on Monitor: 180-200 wpm or 27 pages per hour.
- + Slide presentations are closer to 100 wpm or 15 pages per hour.

Validating Credit Hours

Credit hours are validated during the scheduling process each semester. During this process, the Registrar's office confirms required contact hours for each course being offered. For new courses, the Faculty Senate validates credit hours when the course proposal is submitted for approval.

If hours fall outside of the required hours as described above, the Chair is notified. If the variation is plus or minus five hours, the course must be revised immediately.

SATISFACTORY ACADEMIC PROGRESS

The BFA degree requires eight semesters of full-time study. Mitigating circumstances (such as a change in your major, serious illness or serious accident) may justify an extension of time to complete the requirements but should not exceed 12 semesters. Failing to make satisfactory progress may jeopardize a student's eligibility for federal financial aid.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

- + Completion of at least 12 credits per academic year
- + Completion of 60% of the classes attempted
- + Completion of a variety of coursework that reflects distribution requirements
- + Maintenance of a minimum 2.0 cumulative GPA
- + Fulfillment of all financial obligations to LCAD

ATTENDANCE POLICY

Attending classes is essential to obtaining the skills and understanding the concepts that will allow a student to succeed in a chosen field. Students who exceed the number of absences outlined in the Absence Guidelines below are strongly encouraged to withdraw from the class. A grade of "W" will be entered if the student files a course withdrawal form before the published withdrawal deadline. A non-attendance failure grade of "X" will be entered if the student fails to withdraw by the published withdrawal deadline.

Attendance is monitored by the instructors with each instructor having sole discretion in assessing the impact of absences on a student's final grade. 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: student may receive a failing grade at the 6th absence.

15-week class with 1 weekly meeting: student may receive a failing grade at the 4th absence.

X = Failure due to non-attendance

TARDINESS GUIDELINES

Three late arrivals to the class constitute the equivalent of one absence. A 15-minute or more delay in arrival to class constitutes a lateness.

INDEPENDENT STUDY

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

Financial responsibility for any independent study will be assessed according to the following criteria:

- + Graduating seniors who require 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:

- + \$200 for a 1-unit course
- + \$300 for a 2-unit course
- + \$400 for a 3-unit course
- + \$500 for a 4-unit course
- + \$700 for a 5-unit course

Once the student has filled out the Independent Study Form and the Registrar and the Department Chair have approved the request, it is the responsibility of the student to seek out the corresponding faculty member to get his or her approval. Finally, the student must file the completed form with the Registrar prior to the last day to add/drop classes as published in the academic calendar.

DEPARTMENT ADVANCEMENT REVIEW

Department Advancement Review (AR) is a portfolio review conducted by some majors to ensure expected standards in studio performance are achieved independent of academic performance. AR is typically conducted at midpoint in a student's academic plan and the results do not affect GPAs. Students identified as not meeting expected performance standards in a given area may be required to receive remediation such as tutoring, provided by LCAD. Successful completion of the AR is required to enroll in the Senior Portfolio 1 for some majors.

RESIDENCY REQUIREMENTS (BFA)

To earn the BFA degree, a student must complete 56 credits in residency at LCAD, including:

- + Senior Portfolio 1 and Senior Portfolio 2 (for Animation majors, students must complete Thesis Film 1, Thesis Film 2 and Thesis Film 3)
- + Senior Capstone and Thesis Defense.

Requirements to earn the Certificate are equivalent to the BFA requirements for Foundation and Studio courses in the same major. Additionally, a student must take the English Composition class to fulfill a Certificate in Animation, Drawing + Painting, Entertainment Design, Experimental Animation, Game Art, Graphic Design + Digital Media, or Illustration.

RESIDENCY REQUIREMENT FOR WRITING CLASSES

We strongly advise students to complete their English Composition and Critical Reasoning coursework at LCAD. The course content for each of these courses is designed specifically to benefit artists and will specifically augment and support other LCAD curricula.

However, incoming students may be allowed to transfer 3 credits of Composition and/or 3 credits of Critical Reasoning at the time of Admission/Registration if the student can provide proof that:

- + the coursework was equivalent to LCAD's course requirement.
- + the grade earned was a "C" or better.
- + the institution from which the credits are being transferred is accredited by a body equivalent to WASC or NASAD.

Further, as demonstrated via the English Placement Diagnostic, the student must also display writing competency equal to the standards set for the equivalent writing course at LCAD (either Composition and/or Critical Reasoning). If so and if the student has provided proof of stipulations outlined in the 3 bullet points above and in a timely manner, then credit will be awarded for those classes taken elsewhere and will stand in lieu of the LCAD residency classes on the student's transcripts.

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 the Graduation Application Form and pay the required graduation fee. The Graduation Application form can be found on my.lcad.edu. Students may participate in the commencement ceremony with no more than 3 credits outstanding. All students who wish to participate in Commencement must have all accounts current and in good standing with the College.

DEGREE CONFERRAL DATES

Fall Semester: Last day of fall semester

Spring Semester: Last day of spring semester

Summer Semester: August 15

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

GRADUATION HONORS

Cum Laude: 3.50–3.74

Magna Cum Laude: 3.75–3.84

Summa Cum Laude: 3.85–4.00

TRANSFER CREDIT POLICIES

Transfer Credit

At Laguna College of Art and Design (LCAD), we aim to support your educational journey by offering a clear transfer credit policy. LCAD accepts a maximum of 60 units from other accredited institutions. We welcome transfer credits from colleges or universities accredited by federally recognized accreditation associations, including but not limited to:

- + Middle States Commission on Higher Education (MSCHE)
- + New England Commission of Higher Education (NECHE)
- + Higher Learning Commission (HLC)
- + Northwest Commission on Colleges and Universities (NWCCU)
- + Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- + Western Association of Schools and Colleges (WASC)
- + National Association of Schools of Art and Design (NASAD)

Types of Transfer Credits

We recognize two types of transfer credits:

- + Studio Courses
- + Liberal Arts Courses

Review Process and Time to Graduation

As LCAD offers a Bachelor of Fine Arts (BFA) degree, the length of time you will need to complete your studies at LCAD depends on the number of studio units accepted after a review of your Transfer Portfolio by the chair of your major department.

While transferring credits can reduce the total number of courses required for your degree, it may not necessarily shorten your time to graduation. On average, transfer students spend an additional 3.5 to 4 years at LCAD.

Impact on Enrollment and Financial Aid

Transferring credits may affect your part-time or full-time enrollment status in future terms, which could impact your eligibility for financial aid. To ensure a smooth transition and maintain your financial aid, we recommend working closely with your academic advisor and the Financial Aid Office to follow your academic plan.

By providing this information and support, we strive to help you make informed decisions about your transfer process and successfully achieve your academic goals at LCAD.

TRANSFER CREDIT FOR INTERNATIONAL STUDENTS

International transfer is considered on a case-by-case basis with the student providing an English translation of the foreign transcript and an evaluation of the transcript into the American semester unit system. All international

transcripts must be submitted to IERF (ierf.org), ECE (ece.org) or WES (wes.org) for validation and conversion into US equivalents. There is a separate fee and time requirement for this service. Please visit their website and plan accordingly.

TRANSFER CREDIT FOR PRIOR LEARNING (CPL)

LCAD recognizes that students may have acquired college-level knowledge and skills through experiences outside traditional academic coursework. Credit for Prior Learning (CPL) provides a pathway for students to receive academic credit for demonstrated competencies gained through work experience, military service, professional training, industry certifications, and other non-academic learning experiences.

Credit for Prior Learning (CPL) is college-level credit awarded to students who can demonstrate mastery of skills and knowledge equivalent to those taught in LCAD courses. This credit recognizes learning acquired outside formal coursework at accredited institutions of higher education and can include knowledge gained from professional experience in industry.

Methods of assessing CPL may include but is not limited to:

- + Credit By Examination (CBE)
- + Joint Services Transcripts (JST) evaluation (military training)
- + Portfolio review
- + Industry recognized certification evaluation

AWARDING CPL

CPL may be awarded for studio course credit, liberal arts credit, and/or elective credit. It is important to note that degree residency requirements apply, see (RESIDENCY REQUIREMENTS).

TRANSFER CREDIT FROM UNACCREDITED INSTITUTIONS

Students wishing to transfer from institutions that are not approved by an appropriate accrediting organization, or the National Association of Schools of Art and Design (NASAD) may submit a portfolio for review of specific coursework and transcripts for academic work. Upon completion of the review, the student may be granted a maximum of 12 units of transfer credit, including both studio and liberal arts (up to 15 units from an approved atelier).

TRANSFER CREDIT GUIDELINES FOR LIBERAL ARTS AND ART HISTORY

English Composition (3 credits) A college-level writing/composition class.

- + Reading, Literature, and remedial/developmental English courses do not count.
- + Transfer credit is contingent upon LCAD English Diagnostic score.

Critical Reasoning (3 credits) An advanced college-level writing/critical thinking class.

- + Transfer credit is contingent upon LCAD English Diagnostic score.

Humanities 1 (3 CREDITS) – A class in the humanities.

- + Examples: Introduction to Humanities, Western Civilization, Introduction to History, Survey of Art History

Humanities 2 (3 CREDITS) – A class in the humanities.

- + Examples: Art and Civilization 2, Art History Survey 2, History and Appreciation of Modern Art

Physical Science (3 credits) Any Science class.

- + Examples: Anatomy/Physiology, Astronomy, Biology, Biological Anthropology, Chemistry, Computer Science, Environmental Science, Geology, Health/Nutrition, Physics, etc.

Social Science (3 credits) – A class in the social sciences.

- + Examples: Anthropology, Business, Communication Studies, Cultural Studies, Economics, Ethnic Studies, Gender Studies, Geography, History, Linguistics, Media Studies, Philosophy, Political Science, Psychology, Religious Studies, Sociology.

Quantitative Reasoning (3 credits) Any college-level math class or a financial literacy/ planning class.

- + College-Level Math: Statistics, College Algebra, Trigonometry, Precalculus, Calculus, or above. (Not eligible: Arithmetic, Pre- Algebra, Elementary Algebra, Intermediate Algebra, or Geometry)
- + Personal Finance: Finance or Personal Finance courses.

Language Arts (3 credits) – For non-Animation students. Any other English, Literature, Creative Writing, Linguistics, Rhetoric, or Foreign Language class.

- + English Composition courses are not eligible.

Art History (6 credits total) - A class in Art History.

Must take two (2) classes.

- + Examples: Ancient Civilizations, Medieval Worlds, Renaissance + Early Modern, Modern Movements, Contemporary Movements

History of the Major (3 CREDITS) - History of student's major.

Acting for Animators (3 credits) – Only for Animation students.

- + Public Speaking or Theatre Acting class. Communication theory or language arts classes are not eligible.

**Please note that this information is provided as a guideline and final determination on course transferability is made by the Office of the Registrar.

TRANSFER CREDIT GUIDELINES FOR STUDIO CREDIT

This pertains to accepted students who have completed studio art classes in an accredited college program and who are petitioning for studio transfer credit.

A Transfer Portfolio must be submitted for each studio art course you wish to be considered for transfer. Because it serves a more specific purpose, a Transfer Portfolio will likely be different from the Admissions Portfolio and will be submitted after you've been accepted to the program. You may include images previously submitted in your Admissions Portfolio. All course transfer eligibility is dependent upon a minimum final grade of a "C" or better, pass/fail courses will not be considered. Please refer to the transfer guidelines on the college website at www.lcad.edu/transfer-students and [Here](#).

Your Transfer Portfolio should be emailed directly to our transfer specialist at transfer@lcad.edu If you have any questions, please feel free to contact our Transfer Specialist at: 949-376-6000 ext. 298

TRANSFER STATUS

We understand that various unforeseen circumstances can affect a student's estimated graduation date. Factors such as changing a program, enrolling in courses outside of the academic plan, taking fewer units than prescribed, and failing or repeating courses can all contribute to such changes.

While we strive to facilitate a smooth transfer process, we cannot guarantee that all units will transfer or that transfer students will complete their program in fewer than four years. Additionally, completing coursework at a community college does not ensure that a student will transfer to LCAD as an upperclassman.

It is important to note that students with an AA degree certification are still subject to LCAD's transfer policies. If you have previously earned an undergraduate degree, please contact your transfer specialist for specific guidance. The final determination of transfer status will be made by LCAD's Registrar's Office and the Chair of your major.

For further questions, please reach out to your transfer specialist at transfer@lcad.edu. We are here to support you throughout your transfer process.

ENROLLMENT AND REGISTRATION POLICIES



ENROLLMENT AND REGISTRATION POLICIES

Adding, Dropping, Withdrawal from a Course Statement

A student may add or drop a class in the Self-Service student portal 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, they 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.” Adherence to these dates will be strictly enforced except in serious compelling and mitigating circumstances.

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. Please find forms located at my.lcad.edu. See also Withdrawal from the College and Withdrawing from a Course.

ADDING/DROPPING A COURSE

Please refer to the add/drop/withdrawal deadlines published in the Academic Calendar and posted on the LCAD website each semester. It is every student’s responsibility to add/drop a class during the add/drop period via the Self-Service portal. Failure to properly add/drop a course may adversely affect a student’s academic records. If you have questions about the add/ drop procedure or deadlines, please contact the Registrar at registrar@lcad.edu.

ADVANCED PLACEMENT

Students may qualify for advanced placement in one of two ways:

1. Portfolio Review: Students who demonstrate exceptional skills based on their admissions portfolio when applying to the College may be eligible.
2. Adobe Photoshop and Illustrator Equivalency Tests: Students who elect to take one or both of the equivalency tests may advance out of one or both of the following fundamental courses: Fundamentals of Digital Imaging 1: Photoshop, Fundamentals of Digital Imaging 2: Illustrator.

If you would like to apply for advanced placement, please speak to your Admissions Counselor or the Chair of your department prior to starting your first semester at LCAD.

COURSE AUDITS

Full-time students may audit one class per semester at no additional cost up to the full-time tuition unit maximum (18 credits) on a space-available basis.

COURSE ENROLLMENT POLICY: LIMITATIONS FOR LIBERAL ARTS

Students must earn a minimum grade of “C” or better in Narrative Forms (English Composition) and Mystery and Reason (Critical Reasoning) courses at LCAD to meet graduation requirements for any LCAD major or certificate program that includes these courses. Failure to achieve this minimum grade will impact the student’s ability to complete their program.

Repeating Courses

First and Second Attempts: If a student earns a grade of “C-” or lower (including “X” or “F”) twice in the same Liberal Arts course, they must petition the Chair of Liberal Arts and Art History to take the course a third time.

Third Attempt: If the petition is granted but the student fails to earn a passing grade on the third attempt, they may be removed from their degree program and transferred into a certificate program.

Re-Enrollment in Degree Program

Even if removed from the degree program, the student may, with the Chair’s approval, reattempt the course. If the student later earns a passing grade, they can formally petition the Chair of Liberal Arts and the Dean of Academic Affairs/Chief Academic Officer to be reinstated into the BFA degree program. The decision of the Chair and the Dean will be final.

GPA Calculation

For any repeated course at LCAD where a higher grade is earned on a subsequent attempt, the higher grade will be used to calculate the cumulative GPA.

COURSE ENROLLMENT POLICY: LIMITATIONS FOR STUDIO

A student may enroll in the same course up to three times for the purpose of earning a minimum passing grade or higher. If a student fails to pass the course three times, receiving a grade of “X,” “F,” or below the required passing grade, they must petition to enroll in the course a fourth time and for any subsequent attempts.

If a student does not pass the course after three attempts, they will not be able to earn the necessary credits for completing an LCAD major or certificate program that includes the course as a requirement. Credits and grades earned from equivalent courses at other accredited institutions will not be accepted as substitutes for the course and conditions outlined above.

Students who receive 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 calculate the cumulative GPA. If a student’s major GPA is below 2.5, they may repeat any course in the major where they received a grade of “B-,” “C+,” “C,” or “C-.” The repeated course must be taken at LCAD, and students may continue to repeat courses until they achieve a minimum GPA of 2.5 in their major.

COURSE LOAD

A full-time course load is enrollment in 12-18 credits per semester. To complete a BFA degree within four years, a student must carry 15 credits per semester. Students may not enroll in more than 18 credits per semester unless they receive approval from their department chair. Additional credits above the 18-unit maximum will be subject to additional per-credit tuition. Students should follow the advice of their department Chair or academic advisor ensuring they are on track to graduate in a timely manner. Students should also consult regularly with the Office of Financial Aid (if a recipient of Federal Financial Aid) to ensure the graduation plan aligns with Federal Financial Aid requirements. Please note, students may not receive federal financial aid for classes not required towards the 120 credits needed to graduate. Similarly, students who transfer in units may be impacted by federalaid regulations that require students to be enrolled in 6 credits or more, for classes required towards their 120 credits to graduate, to be eligible to receive financial aid.

Full-time load:

12 to 18 credits constitute a normal full-time course load covered by tuition and fees.

Part-time load:

Students enrolling for less than 12 credits in a semester will be charged a prorated amount based on the current year's unit fee.

COURSE REGISTRATION

Final Registration for new students takes place no later than during new student orientation each semester. Continuing students are given the opportunity to pre-register for the subsequent semester before the end of each semester. All continuing students are encouraged to pre-register, as this assures the student will be placed in his or her chosen courses. Pre-registration dates are listed on the Academic Calendar each year and can be confirmed with the Registrar

ADD/DROP Date

Each semester, the registrar's office emails students and faculty to inform them of the Add/Drop deadlines. For the 2025 Fall semester, the deadline is September 3rd. For the 2026 Spring semester, the deadline is February 3rd. The Academic Calendar can be found on myLCAD and www.lcad.edu.

DUAL MAJORS

For a student to double major, the student must complete all required studio courses except for those courses in which each major requires the same course (those courses can be used towards both majors). However, students will be required to complete Senior Portfolio 1 and 2 for each major, as well as Senior Capstone for each major.

CHANGE OF MAJOR PETITION

The following minimum guidelines apply to all students requesting a change of major. The chairs of individual departments may impose additional requirements for students transferring into their major. [The Change of Major Petition Form](#) located on myLcad.

- + Students seeking to change their major must complete this quick online form including a small statement of interest/reason for the change as well as submitting a portfolio of work.
- + Students will then meet with the Chair of the proposed major, who will outline specific requirements for that major and develop a graduation plan for the student's remaining semesters.
- + Please note: An Advancement Review in the new major will be required, regardless of successful completion of the AR in the old major.

ENGLISH DIAGNOSTIC

The LCAD Liberal Arts Department hosts a diagnostic writing exam several times a year for all incoming students—freshmen and transfers. The exam requires students to submit a written response to a short reading, usually something from "This I Believe," the program created by acclaimed journalist Edward R. Murrow. The purpose of the diagnostic exam is to assess student skills. Should the assessment reveal any concerns, the Liberal Arts Department works with the Academic Success & Accessibility Coordinator, as well as the Writing Lab, to ensure that students are properly supported during their LCAD tenure. If you have any questions, please contact the (ASAC) Coordinator, Lisa Villanueva at lvillanueva@lcad.edu.

EXCEEDING FULL TIME LOAD

Students wishing to enroll for 19 or more credits in a semester must receive permission from the Chair of their Department. Supplemental, prorated tuition fees will be charged for each unit above 18 credits, based on the current year's unit fee.

LEAVE OF ABSENCE

Students who wish to take a Leave of Absence from LCAD should complete a Leave of Absence Form, available on my.lcad.edu. Students can take a Leave of Absence for up to two years. After being gone from LCAD for more than two years, the student would need to reapply for Admission through the Office of Admissions. Please contact the Registrar at registrar@lcad.edu to facilitate your return from a leave of absence.

RE-ENTRY READMISSION AFTER A WITHDRAWAL

If a student in good academic standing withdraws from LCAD and then returns within two years, then he or she can resume studies by contacting the Registrar. If a student attempts to return after two years, then he or she will need to reapply for admission through the Admissions Office. Every effort will be made to readmit students who left in good standing; 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 is required.

REPEATING A COURSE FOR DEGREE CREDIT

Students who have received a grade of an A+, A, A-, B+, or B may not repeat the same course (same course code, number, and title) for credit towards their degree. The only exception to this is when a student is retaking a course to raise their GPA to meet the minimum 2.0 overall requirements and /or 2.5 GPA requirements in their major. Please see Course Enrollment Policies in this section for further information.

GPA Calculation

For any repeated course at LCAD where a higher grade is earned on a subsequent attempt, the higher grade will be used to calculate the cumulative GPA.

TRANSCRIPTS

Transcript requests are processed through our third-party servicer, Parchment. Please visit www.parchment.com/u/registration/34875/institution to request a transcript. Please allow 5-7 business days for processing. Nominal processing fees are collected by Parchment, not the College.

WITHDRAWAL FROM A CLASS

LCAD allows a student to drop from a course before the published drop deadline without the course enrollment appearing on the student's transcript. A student who decides to withdraw after this deadline may still withdraw from a class through the published withdrawal deadline and receive a grade of "W." The "W" will appear on the student's transcript but will not be used to calculate the GPA. To withdraw from a course, please complete the online course withdrawal form on my.lcad.edu. It is possible to receive permission to withdraw from a class later than the published withdrawal deadline for medical reasons or in circumstances of severe hardship, but a student must seek and get

approval from the Dean of Academic Affairs. 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.

WITHDRAWAL FROM COLLEGE

Students not intending to return to LCAD should complete a [Permanent Withdrawal Form](#), available on my.lcad.edu.

PROBATION AND ACADEMIC DISMISSAL POLICIES



PROBATION AND ACADEMIC DISMISSAL POLICIES

Academic Probation Policy

Students are placed on academic probation if any of the following conditions occurs during the previous semester of their enrollment:

- + A cumulative GPA below 2.0
- + A semester GPA below 2.0

Students on academic probation must correct their academic standing within the probationary semester. Students must meet with the Coordinator for Academic Success + Accessibility to discuss a plan for improvement and enroll in no more than 12 units for the probationary semester. At the end of the probationary semester, the Academic Standing Committee consisting of full-time faculty will review a student's grades. The Committee will make recommendations to the appropriate chair to determine one of the following:

- + The student has satisfactorily corrected any outstanding academic problems and is removed from probation for the following semester.
- + The student shall continue on probation for an additional semester.
- + The student shall be suspended.

If you are suspended, you may apply for readmission after a minimum of one year (not including summers). The Academic Standing Committee will review your application and request.

Students who have not made satisfactory academic progress may be ineligible for institutional, state, federal or veteran's aid.

ACADEMIC SUSPENSION POLICY

Students who are on academic probation for two semesters are subject to academic suspension. Academic suspension means that students will be ineligible to attend LCAD for one year. To be reinstated after one year, students must complete at least 12 college credits at another institution to demonstrate academic success and they must write an essay explaining what steps they have taken to improve their academic preparedness.

ACADEMIC DISMISSAL POLICY

If a student is placed on academic probation after returning from the one-year academic suspension, then they will be academically dismissed and can no longer attend LCAD at any time.

ACADEMIC INTEGRITY POLICY

At LCAD, every member of our community, including students, faculty, and staff, is expected to uphold the highest standards of honesty in creating and sharing knowledge and artwork. Proper credit must be given for any material derived from sources beyond a student's own firsthand experience. If the material is not common knowledge among those working in the relevant field, it must be properly cited with the author, title, and page number, or detailed information for non-print sources such as artwork.

Plagiarism is defined as using another person's work—whether it be writing, ideas, research, graphics, programs, music, pictures, data, or other creative expressions—without giving full credit. Students are required to enclose direct quotes in quotation marks, cite appropriate sources, and provide citations when paraphrasing another person's ideas. Failing to credit sources for their words, ideas, or any other work constitutes plagiarism. All used sources of information must be properly cited.

This policy extends to resources found on the Internet. Just as with printed materials, students must cite any work, writing, words, or ideas taken from online sources. Visual information or graphics from websites must also be cited appropriately.

Academic Dishonesty is defined as Acts of academic dishonesty as outlined in the Student Code of Conduct. This includes but is not limited to, plagiarism, fabrication, and cheating.

If a student is accused of plagiarism or cheating, disciplinary actions will be determined by the instructor in coordination with the Department Chair as necessary. Students have the right to appeal any disciplinary action within ten (10) business days of notification by submitting a written appeal to the Dean of Academic Affairs, detailing the alleged violation and the grounds for challenging the disciplinary action.

Disciplinary actions for plagiarism or cheating may include, but are not limited to, a failing grade, academic probation, or dismissal. Note that if dismissal occurs, tuition refunds will not be issued. For further details, please refer to the LCAD Code of Conduct in this document.

Please see expanded descriptions and examples of the Citation Guidelines and use of AI in section [HERE](#).

GRADING POLICIES



GRADING POLICIES

Academic Honors

- + Students with a term GPA of 3.50-3.74 will be placed on the Dean's List.
- + Students with a term GPA of 3.75 and above will be placed on the President's List.

GRADES

Grades are assigned at the end of each semester and are based on the instructor's evaluation 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 can be petitioned by a student but must be based on a clerical error in final grade calculation or in grade processing; these changes must be identified and brought forth to the Registrar within 45 days of grade disbursement. Please see Petition for Grade Change.

GRADING SYSTEM

LCAD uses the following system for assigning grade points:

GRADE	GRADE POINTS
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
X	0.0
AU	N/A
I	I
P	P
NP	NP

Grades of Incomplete (I) may be assigned only for serious extenuating circumstances and must be approved by the Department Chair and the Instructor. The unfinished work must be completed for a letter grade by the end of the following semester or an earlier agreed-upon date between the student and instructor, or the grade will automatically revert to the grade the student would have earned absent the missing work, which may be a failing grade. Students with Incomplete grades are not eligible to receive the LCAD Merit Scholarship until the “I” grade is replaced by the earned grade.

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. Faculty are asked to use RD and resolve the grade within 2 weeks.

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.

PETITION FOR GRADE CHANGE

Assigned grades are considered final and can only be altered by the instructor who awarded the grade. However, students may petition for a grade change if they believe there has been a clerical error in the final grade calculation or processing. This document outlines the process for submitting a grade change petition.

Process for Petitioning a Grade Change

- 1. Identify the Clerical Error:** The student must identify a specific clerical error in the final grade calculation or processing. This may include mathematical mistakes, data entry errors, or other administrative inaccuracies.
- 2. Prepare Documentation:** The student must gather and prepare all necessary documentation that supports their claim of an error. This may include graded assignments, exams, and any communication with the instructor regarding the grade.
- 3. Complete the Petition Form:** The student must fill out the official [Grade Change Petition Form](#) found on myLCAD. This form requires details about the course, the instructor, the specific error identified, and the desired correction and be found on myLCAD under Registrar Forms.
- 4. Submit the Petition:**
 - + **Deadline:** The petition must be submitted to the Registrar’s Office within 45 days of the grade disbursement.
 - + **Submission:** The petition form and supporting documentation should be submitted in person or through the institution’s designated submission process (e.g., online portal or email).
- 5. Instructor Review:** Upon receipt of the petition, the Registrar’s Office will forward the petition to the instructor who awarded the grade and the department chair. The instructor will review the documentation and determine if a clerical error occurred.

6. Decision and Notification:

- + If the instructor confirms a clerical error, they will complete the grade change process and notify the Registrar's Office.
- + The Registrar's Office will update the student's academic record and inform the student of the outcome.
- + If no clerical error is found, the instructor will provide a written explanation to the student and the Registrar's Office.

Important Considerations

- + Petitions based on the quality of work or subjective evaluation are not eligible for consideration under this process.
- + Students are encouraged to communicate with their instructor prior to submitting a petition to discuss any concerns about their grade.

By following these steps, students can ensure their petition is reviewed promptly and fairly, maintaining the integrity of the academic evaluation process. If a student feels that this process has not accurately addressed grading issues, they can bring their concerns to the Dean of Academic Affairs at academicaffairs@lcad.edu.

GRADES FOR REPEATED CLASSES

Receipt of a grade of "C-" or lower in a major-specific course taken at LCAD requires that a student repeat the course or remediate a portion of the class for a higher grade. The higher grade will be used to compute the cumulative GPA. Students who have not achieved the minimum 2.5 GPA in their majors may repeat courses in which they received a grade of "B-," "C+" or "C." The student must take the repeated course at LCAD. Students may repeat courses until they have achieved the 2.5 GPA requirement in their major.

INCOMPLETE GRADES

To receive an "Incomplete," 60% of the semester's work must be completed prior to the request. To initiate the process of an Incomplete, contact your Chair and Registrar to access the Incomplete Request Form must be signed by both the student and instructor and filed in the Registrar's office by the last day of the semester. Remaining work to complete the class must be submitted before the conclusion of the next semester. An "Incomplete" may be extended one additional semester with the written approval of the instructor but only as a result of an extraordinary circumstance. Grades of "Incomplete" are given for extenuating circumstances and are not given as an extension to a semester, as final semester grades are based on completing the work in a specified amount of time. Students will not be awarded their merit scholarship if a grade of (I) has been entered. Once a final grade has been entered, the merit scholarship will be awarded if the student's previous semester GPA is 2.0 or greater and the student is enrolled in 9 or more credits.