A Letter from the President

Welcome to Watkins College of Art, Design & Film. You have made one of the most important decisions in your life, and I hope that your Watkins experience will be one of the most fulfilling times in your life.

This handbook serves as a supplement to the catalog, listing specific policies and regulations of the college and outlining the services and resources available to you. Please take the time to read it carefully.

All of us at Watkins are dedicated in our roles to educate, support and encourage you, as you work to realize your potential in the coming years. On campus, you will be part of an active community of artists, where lively discussions about art, design and film abound. You will spend about two thirds of your time in the studio, where you will engage your talents and sharpen your skills, and one third of your time in a classroom setting focused on liberal arts studies.

This is an exciting time to be a student at Watkins. We continually work to keep pace with space needs and advancements in technology, while maintaining a strong commitment to sound educational principles and a friendly, helpful environment for our students.

We encourage you to make the most of your college experience by participating in the active life of the Watkins community. Please take advantage of the opportunities and resources presented in these pages. And if you have any questions or concerns, discuss them with the appropriate person, whether that is your advisor, department chair, the dean, student life director or myself.

The faculty and staff wish you a creative and happy year. We look forward to meeting you and seeing your work.
Student Handbook 2015-2016

We are so glad you are here!

This handbook is designed to introduce you to the programs, procedures and services available to you during your education at Watkins. Students are responsible for understanding the policies and procedures located within this handbook. If you have any questions regarding this information, please contact the Director of Student Life.

Mailing Address: 2298 Rosa L Parks Blvd, Nashville, TN 37228
Phone Number: 615.383.4848
Student Life: 615.277.7406
Fax Number: 615.383.4849
Administrative Office Hours: 9:00am to 5:00pm, Monday through Friday

Watkins College of Art, Design & Film may need to update, change, or amend any of the administrative and academic policies as published in this handbook at any time during the year without prior notification. Watkins reserves the right to amend or adopt policies, procedures, rules, and regulation as deemed necessary for the purpose of increased safety, security, responsibility and respect of the Watkins Community. Watkins staff members reserve the right to deny anyone access to the Watkins campus at anytime for any reason. All guests to Watkins must be checked in at the front desk, including guests of students, faculty and/or staff. Guests are expected to abide by the policies, rules, regulations, and standards set forth by Watkins College of Art, Design & Film. Watkins students are responsible for the actions of their guests and will also be held accountable. Guests are expected to remain with the Watkins representative with whom they are visiting at all times. This handbook is designed to accompany the 2015-2016 Catalog, which can be accessed on the Watkins.edu website.

OUR MISSION

Watkins College of Art, Design & Film offers a studio-based curriculum, supported by a strong academic foundation. The faculty and staff are committed to a learning-centered environment that challenges the student to engage the mind, train the eye and cultivate talent and skill into an active realization of creative potential.

Our Statement of Purpose

Watkins College of Art, Design & Film is an independent institution dedicated to providing education in the visual arts. Watkins is held in trust by the State of Tennessee and is privately supported. In keeping with the vision of its founder, Samuel Watkins, the college believes in providing its students with a solid, practical education that prepares them for careers in the arts. It is an institution that values service to the community and seeks to be a resource for the community. In this role, Watkins offers quality programs of continuing education and cultural enrichment for children and adults in addition to the college curriculum.
Growing from its Tennessee beginnings, Watkins College of Art, Design & Film now enrolls students from all over the United States and from foreign countries. Watkins seeks students who are focused, dedicated and passionate about art, design and film; intend to pursue art, design or film professionally or on a continuing basis; and meet selective standards of admission. The student body is drawn from a diverse community and includes a mixture of traditional and nontraditional students. Through financial aid, Watkins strives to be financially affordable for its students. The college employs faculty members noted for their professional work as well as their academic backgrounds. Faculty members are expected to continue their professional interests to the greatest extent possible.

Watkins believes that a unique, creative voice lies within each individual. Although there are essential competencies necessary for personal expression, Watkins recognizes that the acquisition of these skills is not an end, but only a means to an end. The mission of the curriculum is to provide students with the means to express that creative voice through art, design and film and to inculcate in students the importance of responsibility to their community and culture.

Because of the special role that an artist plays as a conscience, critic and visionary in society, an artist’s education must be firmly grounded in the liberal arts. Liberal arts courses form a major part of the General Education Program and enable students to express themselves in written and verbal form, think critically and have an interdisciplinary understanding of the major traditions of intellectual thought.

Complementing its commitment to undergraduate education, the college maintains an historic and extensive community outreach program with opportunities in the visual arts for children and adults. In its recruitment and retention of staff, faculty, students, commissioners and members of the Board of Trustees, and in keeping with its heritage, Watkins maintains openness to all qualified persons. The college purposefully seeks to bring together students, faculty, staff, administrators, board members and commissioners who reflect the rich cultural and ethnic diversity within the local, regional, national, and international communities.

**Student Life Mission Statement**

The mission of the Office of Student Life is to identify and provide learning, cultural, service, and social opportunities designed to enhance the student experience at Watkins College of Art, Design & Film. It strives to create an environment of inclusion, safety, involvement and community to produce successful practicing artists.

In all of its activities, the Watkins Office of Student Life seeks to:

- Collaborate actively with students, faculty and staff to develop and provide programs and services that enhance the quality of life at Watkins.
- Design opportunities that enable students to develop ethically, intellectually, socially and physically.
- Educate students to act as responsible members of the campus community and encourage leadership and involvement in the local, national and global community.

(portions taken from the Ethical Standards of the Association of College Personnel Administrators & Educating by Design: creating campus learning environments that work C. Carney Strange, James H. Banning)
ACADEMIC CALENDAR

2015 FALL SEMESTER

August 15 (Sat) Housing Reopens
New Student Move-In
August 16 - 18 Orientation for New Students
August 17 – 18 New Student Registration
August 19 Late Registration
August 20 (Thu) Classes Begin
Aug 20 - Sept 3 Drop/Add Period
August 20 - 26 100% Refund Period*
August 27 - 28 75% Refund Period August
31 - Sep 1 50% Refund Period
September 2 25% Refund Period
September 2 Last Day to Drop/Add Refund Period Ends
September 2 Last Day to Change
Class Enrollment Type
September 7 No Classes, Labor Day Building Closed
October 5 – 9 Mid-Term Evaluation Week
October 19 - 20 No Classes, Fall Break Building Open
November 2 - 6 Advising/Registration Week
November 16 Last Day to Withdraw
November 16 Last Day to Apply for Spring /
Summer 2016 Graduation
November 25 - 27 No Classes, Thanksgiving Building Closed, Nov 25-26
Open Nov 27 - 29
December 2 Last Day to Request Incomplete
December 9 (Wed) Classes End
December 12 (Sat) Housing Move – Out Reopens January 9
December 19 - Jan 3 College Closed, Winter Break

* When a holiday occurs during the drop-add period, refunds will be determined on a
case-by-case basis.

2016 SPRING SEMESTER
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Refund Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>College Reopens</td>
<td></td>
</tr>
<tr>
<td>January 9</td>
<td>Housing Reopens</td>
<td></td>
</tr>
<tr>
<td>January 9</td>
<td>New Student Move-In</td>
<td></td>
</tr>
<tr>
<td>January 11</td>
<td>New Student Orientation</td>
<td></td>
</tr>
<tr>
<td>January 11 - 12</td>
<td>New Student Registration</td>
<td></td>
</tr>
<tr>
<td>January 13</td>
<td>Late Registration</td>
<td></td>
</tr>
<tr>
<td>January 14 (Thu)</td>
<td>Classes Begin</td>
<td></td>
</tr>
<tr>
<td>January 14 - 28</td>
<td>Drop/Add Period</td>
<td>100% Refund Period*</td>
</tr>
<tr>
<td>January 14 - 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 18</td>
<td>No Classes, MLK Holiday</td>
<td>Building Closed</td>
</tr>
<tr>
<td>January 21-22</td>
<td></td>
<td>75% Refund Period</td>
</tr>
<tr>
<td>January 25-26</td>
<td></td>
<td>50% Refund Period</td>
</tr>
<tr>
<td>January 27-28</td>
<td></td>
<td>25% Refund Period</td>
</tr>
<tr>
<td>January 28</td>
<td>Last Day to Drop/Add</td>
<td>Refund Period Ends</td>
</tr>
<tr>
<td>January 28</td>
<td>Last Day to Change</td>
<td>No Refunds</td>
</tr>
<tr>
<td></td>
<td>Class Enrollment Type</td>
<td></td>
</tr>
<tr>
<td>February 12 (Fri)</td>
<td>No Classes, Presidents Day Observed</td>
<td>Building Open –Reduced Hours</td>
</tr>
<tr>
<td>February 29 – March 4</td>
<td>Mid-Term Evaluation Week</td>
<td></td>
</tr>
<tr>
<td>March 8 (Tues)</td>
<td>Mid-Term Grades Due @ 12pm</td>
<td></td>
</tr>
<tr>
<td>March 14 - 18</td>
<td>No Classes, Spring Break</td>
<td>Building Open, Reduced Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 4 - 8</td>
<td>Advising/Registration Week</td>
<td>Fall, Maymester, &amp; Summer</td>
</tr>
<tr>
<td>April 15 (Fri)</td>
<td>Last Day to Withdraw</td>
<td></td>
</tr>
<tr>
<td>April 15 (Fri)</td>
<td>Last Day to Apply for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall 2016 Graduation</td>
<td></td>
</tr>
<tr>
<td>April 29</td>
<td>Last Day to Request Incomplete</td>
<td></td>
</tr>
<tr>
<td>May 6 (Fri)</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>May 7 (Sat)</td>
<td>Housing Move-Out</td>
<td></td>
</tr>
<tr>
<td>May 14 (Sat)</td>
<td>Commencement</td>
<td></td>
</tr>
</tbody>
</table>

* When a holiday occurs during the drop-add period, refunds will be determined on a case-by-case basis.

**2016 MAYMESTER**
### May

- **May 12 (Thu)**: Classes Begin  
- **May 12**: Maymester Late Registration Day  
- **May 12 - 18**: Drop/Add Period  
- **May 12 - 13**: 100% Refund Period for Maymester Classes*  
- **May 14**: Commencement  
- **May 16**: 75% Refund Period  
- **May 17**: 50% Refund Period  
- **May 18**: Last Day to Drop/Add  
- **May 18**: Last Day to Change Class Enrollment Type  
- **May 26 (Thu)**: Last Day to Withdraw  
- **May 26 (Thurs)**: Last Day to Request Incomplete  
- **May 30**: No Classes, Memorial Day  
- **June 2 (Thurs)**: Classes End  
- **June 4 (Sat)**: Maymester Move-out @2pm  

* *When a holiday occurs during the drop-add period, refunds will be determined on a case-by-case basis.*

### 2016 Summer

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 6 (Mon)</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 6</td>
<td>Summer Late Registration Day</td>
</tr>
<tr>
<td>June 6 - 10</td>
<td>Drop/Add Period</td>
</tr>
<tr>
<td>June 6 - 7</td>
<td>100% Refund Period for Summer Classes</td>
</tr>
<tr>
<td>June 8</td>
<td>75% Refund Period</td>
</tr>
<tr>
<td>June 9</td>
<td>50% Refund Period</td>
</tr>
<tr>
<td>June 10</td>
<td>Last Day to Drop/Add</td>
</tr>
<tr>
<td>June 10</td>
<td>Last Day to Change Class Enrollment Type</td>
</tr>
<tr>
<td>June 27 – July 1</td>
<td>Mid-Term Evaluation Week</td>
</tr>
<tr>
<td>July 4</td>
<td>No Classes, Independence Day</td>
</tr>
<tr>
<td>July 4 (Thurs)</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>July 21 (Thurs)</td>
<td>Last Day to Request Incomplete</td>
</tr>
<tr>
<td>July 4 (Thurs)</td>
<td>Last Day to Request Incomplete</td>
</tr>
</tbody>
</table>

*Building Closed*
ADMINISTRATIVE STAFF

OFFICE OF THE PRESIDENT
President..................................................................................................................Ellen Meyer

INSTITUTIONAL ADVANCEMENT
Vice President for Institutional Advancement.......................................................Hilrie Brown
Assistant to the VP for Institutional Advancement..............................................Michelle Klaes
Director of Annual Fund and External Relations.................................................Caroline Davis
Director of Community Education ....................................................................Mary Beth Harding
Community Education Coordinator....................................................................Anna McKeown

ACADEMIC AFFAIRS
Vice President for Academic Affairs.....................................................................Joy McKenzie
Registrar................................................................................................................Tracie Johnson
Library Director....................................................................................................Lisa Williams
Director, Media Center..........................................................................................Kristy West

FINANCE AND ADMINISTRATION
Vice President for Finance and Operations
& Title IX Coordinator........................................................................................Mary Ellen Lothamer
Financial Associate..............................................................................................Dwayne Breeding
Financial Associate..............................................................................................Denise Fetz

OFFICE OF ADMISSIONS
Director of Admissions (Interim).............................................................................Jenna Montazeri
Admissions Office Manager..................................................................................Elizabeth Courtney
Admissions Regional Representative.................................................................Jamie Raybin
Admissions Regional Representative....................................................................David Hellams

OFFICE OF FINANCIAL AID
Director of Financial Aid.......................................................................................Regina Gilbert
Financial Aid Coordinator....................................................................................Lyle Jones

STUDENT LIFE, studentlife@watkins.edu
Director of Student Life........................................................................................Kristina Krau Waymire
Career Services Coordinator...............................................................................Patrick DeGuira
Residence Life Coordinator..................................................................................Carissa Tsiris

IT AND EQUIPMENT SERVICES, support@watkins.edu
Director of IT and Equipment Services..................................................................Chris McQuistion
Empower Administrator.......................................................................................Lisa Raupers
Post Production and Audio Visual Engineer......................................................Don Kruse
Network Administrator.........................................................................................Curt Lundgren

FACILITIES AND MAINTENANCE, facilities@watkins.edu
Director of Facilities..............................................................................................Martin Dillingham
Daytime Facilities Manager..................................................................................Joshua Hill
## ACADEMIC FACULTY

### WATKINS FILM SCHOOL
- **Associate Professor and Chair**: Richard Gershman
- **Professor**: Valorie Stover Quarles
- **Professor**: Steven Womack
- **Associate Professor**: Robert Gordon

### DEPARTMENT OF FINE ART
- **Associate Professor and Chair**: Kristi Hargrove
- **Professor**: Terry Thacker
- **Associate Professor and Studio Facilities Manager**: Morgan Higby-Flowers
- **Assistant Professor**: Ariel Lavery

### DEPARTMENT OF GRAPHIC DESIGN
- **Associate Professor and Chair**: Dan Brawner
- **Associate Professor**: Judith Sweeney O’Bryan
- **Associate Professor**: Steve Wilkison

### DEPARTMENT OF INTERIOR DESIGN
- **Professor and Chair**: Cheryl Gulley

### DEPARTMENT OF PHOTOGRAPHY
- **Associate Professor and Chair**: Robin Paris
- **Assistant Professor**: Vacant

### DEPARTMENT OF GENERAL EDUCATION AND THE BACHELOR OF ARTS DEGREE PROGRAM
- **Instructor of English and Director**: Cary Beth Miller
- **Assistant Professor of Art History**: Tom Williams
GENERAL COLLEGE INFORMATION

Students, faculty and staff form a supportive community at Watkins, all dedicated to excellence in the visual arts. Open and free communication is encouraged. Members of the community respect each other and treat each other with kindness and dignity. Conflict is resolved in a direct, fair and sensitive manner. Abusive and intimidating communication and behavior are not permitted. Freedom of expression and academic honesty are core values throughout the institution. Diversity is valued; differences in perspective, life style and philosophy are respected.

Watkins College of Art, Design & Film makes no distinction in its employment, contracting, or admissions policies or procedures, including the awarding of scholarships and other forms of financial assistance, on the basis of age, sex, religion, race, color, sexual orientation, national origin or disability. Watkins welcomes students, faculty and staff of all ages, ethnicities and cultures. Students come from across the nation and from a small but growing number of international countries. Every effort is made to create a safe and secure learning and living environment.

The following person has been designated to handle student inquiries regarding the non-discrimination policies of Title VI, Title IX, and Section 504:

Kristina Krau Waymire, Director of Student Life

Cecy Reed Student Center Room 801

2298 Rosa L. Parks Blvd., Nashville, TN 37228

615.277.7406

GENERAL POLICIES

All Watkins students are expected to be aware of and abide by the policies within this Handbook, including the Code of Student Conduct. Watkins reserves the right to make other regulations as necessary without notice, to secure maximum safety, comfort, and convenience for all its residents and for the college community as a whole. The Student Handbook is also available on the Watkins.edu website and will be updated as necessary.

HOURS

Normal building operating hours while class is in session are 7:30am to 5:00am Monday thru Sunday. Administrative offices are typically open from 9:00am to 5:00pm, Monday through Friday. Building hours are published and updated on the Watkins Global Calendar.

LOST AND FOUND

Found items should be turned in to the front desk staff, where a lost and found area is maintained. This area is emptied each semester and unclaimed items are donated.

FROM THE HEART CAFE
The Café is the campus eatery at Watkins, located in the Cecy Reed Student Center. Students are able to purchase a wide selection of food and the café is generally open for breakfast, lunch, and dinner Monday through Thursday and limited hours on Friday. In addition to the café, vending machines are located at the entrance to the café from the main academic building.

COMMUNITY EDUCATION

The Community Education Program at Watkins provides a distinctive education to empower members of the community to embrace their artistic abilities and give them the tools to pursue a life of creativity. Currently enrolled Watkins College students with a valid student ID may take one class during each term with 50% of tuition waived. These are non-credit courses. For provisions and more information, interested students should contact Community Education at community@watkins.edu

SMOKING

Watkins is a smoke-free facility. No smoking of traditional or electronic cigarettes is allowed anywhere in the building at any time. Students who smoke must do so outside in the designated smoking areas: the smoking shelter in the west parking lot and the stone table between the residence halls. Students who do smoke on campus are required to be sure that all cigarettes are properly extinguished and placed in appropriate receptacles.

At no time are students allowed to smoke in or just outside entrance doors, on the Student Center boardwalk, in residence hall breezeways, Watkins Quad, or to throw cigarette butts on the college grounds. Such actions are ground for a disciplinary action, including restorative cleaning and fines. Smoking cessation resources are available from the Tennessee Quit Line at http://www.tnquitline.com/ or by calling 1(800) QUIT-NOW

STUDIOS, EQUIPMENT, COMPUTER LABS, and OTHER FACILITIES

Watkins facilities and equipment are available only to faculty, staff and students who are currently enrolled in one or more classes. Former students and students not currently enrolled in classes may not use Watkins facilities or equipment unless specific written permission is provided by the Vice President for Academic Affairs. This includes use of Watkins facilities or equipment during the Maymester and Summer terms. A permission form is available at the Front Desk desk.

CLASS, MEETING ROOM, and THE 500 THEATER

Students may reserve class and meeting rooms, including the theater, when they are not in use for classes. For academic uses, students may contact the Daytime Facilities Manager and reserve the room. For non-academic uses, students must submit a “Request for Use” to the Director of Student Life, include the date and time of the request and a brief description of the event. The Director of Student Life will vet the request and submit the room reservation to the scheduler, if approved. Students will be notified when their request is confirmed. All rooms must be returned to class-ready condition after use. Students are responsible for the care of the space while in their use and any damages that occur as a result of use, as well as the general cleanliness of the space. Any fees associated with returning the space to its original condition will be charged to the student and disciplinary sanctions may result.
EQUIPMENT CHECKOUT & USAGE

Students may utilize Film School, Fine Art and Photo equipment from the Watkins Media Center for the sole use of completing class projects and with the approval of the Media Center Director. Equipment must be obtained from and returned to the Media Center equipment room staff during specified hours. The checkout and return of this equipment is monitored by a strictly enforced schedule. Students are expected to be on time to return equipment by appointment. No other staff or faculty can accept the return of equipment. Students should review the Media Center Policy Manual for specific information detailing the policies and procedures involving equipment.

METAL AND WOODSHOP POLICY

Any student NOT enrolled in a 3D design class or a sculpture class will be required to attend a Shop Access Approval session each year in order to have access to the sculpture studios. Each semester the sculpture studio will hold at least two access sessions. These sessions are not training sessions but rather a refresher on the major tools in the studio. Each session should last no longer than one and a half hours. The tools that will be discussed include the band saws, sanders, panel saw, chop saw, table saw (for students who have taken sculpture), circular saw, and jig saw. Subjects such as shop safety and what to do in case of an accident will be covered. Once these sessions are completed for the semester, the students will sign a form stating what tools they were trained on and a list will be generated. Those on the list will have access. A workstudy student serves as a studio monitor for a minimum of three sessions per week. Students who have access will be able to work during this time. No access to the studio will be granted without the presence of a Studio Monitor or access approved faculty member. FAMILY MEMBERS AND PERSONS NOT AFFILIATED WITH WATKINS ARE PROHIBITED FROM ENTERING THE FACILITY AND/OR USING THE TOOLS.

Students who fail to attend the access sessions will be asked to stop work and leave the shop area immediately. A second failure to comply will result with a complete loss of shop privileges outside of instructor supervised class time. Please help us keep the shops clean, safe and free of serious injury!

STUDIOS

Students who wish to use studios or labs outside of regular class times must schedule the time in advance, sign in and out as required, and be prepared to present a valid student ID card to staff on request. Students are required to keep the studios clean. Studios should be left in the same condition as they were found. Students must put all trash in the appropriate receptacles and store all artwork in the proper racks. Any materials left on the floor or found abandoned on tables are subject to disposal. Still life setups and lights must not be moved or disturbed in any way. Students are responsible for the care of the space while in their use and any damages that occur as a result of use, as well as the general cleanliness of the space. Any fees associated with returning the space to its original condition will be charged to the student and disciplinary sanctions may result.

PROHIBITED PRACTICES POLICY

While it is paramount that freedom of expression exists in an academic institution, especially one that trains artists, it is also imperative that a clearly articulated policy on acceptable practices be
formulated. Since, as artists, it is our job to question convention and stimulate exploration, we want to guide students as young artists in what can be allowed and what cannot be allowed in their pursuit of this form of expression.

Practices not allowed would include:
- Any activity that is illegal as determined by any ordinance, local, state or federal.
- Any activity that would interfere with the duties of any law enforcement, fire or safety personnel including paramedics.
- Any activity that includes actual sexual acts or in any way involves bloodborne pathogens/biohazards, including blood, urine, or other bodily fluids.
- Any use of live animals, untreated hides, taxidermy or biomatter (living or recently living organisms)
- Any activity that endangers or puts an individual in harm’s way.
- Any activity that is deemed unhealthy or puts a person at risk to their health.
- Any possession, ignition, or detonation of any object or article which could cause damage to persons or property by fire or other means.
- Any inappropriate activity that includes minors.
- Any action that harms or endangers an animal.

While some of these activities will be open to interpretation, it is the intention of the college to apply standards common to the community in which we live. Additionally, sensitivity to the community and its citizens should be considered and especially when it comes to dealing with minors. Art produced as part of the curriculum or in association with Watkins College of Art, Design & Film is expected to conform to the stated policies of the college.

In addition, while there is no universal agreement on what constitutes obscenity, the courts have held that community standards can apply. To that end, we will look to common practices in the community for guidance as well.

It is recognized that art is often controversial and sometimes offensive to some members of society. When exhibiting student work publicly, it will sometimes be appropriate to post or announce an advisory statement so that some people can choose to not view or not have their children view such work. It is at the discretion of the Vice President of Academic Affairs, who consults with the department chairs, to determine whether such advisory is warranted as well as the manner and location in which such artwork is displayed.

SAFETY IN ART MAKING

If your work includes any of the following health, safety, property, or legal concerns, please have a conversation with your faculty member before proceeding:

- Food, Liquids and Controlled Substances
  - food, water or other liquids
- Organic Materials
  - decomposing materials
  - plants, soil, sand or rocks
- Performative
• audience interaction/audience participation

Structures and Kinetics
• unprotected sharp edges, points, or moving components
• pedestals, objects, heavy or unstable objects
• installations outside the gallery or classroom
• objects hanging from above
• building a wall/altering a wall
• overhead enclosures (tents, roofs etc.)
• window coverings

Electrical and Sound Levels
• bare wiring, spliced wires, invented or altered electrical items
• sounds beyond typical decibel level

Alternative Spaces
• Watkins public spaces: hallways, sidewalks, exterior facing windows
• ceilings: pipes, drop-down or sprinkler systems, ventilation units
• restrooms
• consider ingress and egress

Community and Courtesy
• confidentiality, privacy, anonymity
• permissions
• copyrights
• public interaction

Anything you are unsure about

With gratitude to the School of the Art Institute of Chicago's Art School Considerations for use and adaptation.

Any activity that includes, but is not limited to, the use of chemicals, potentially hazardous materials (including anything that requires special ventilation or protective gear), prescription or over-the-counter medications, and alcohol requires prior permission from the Department Chair and/or Vice President of Academic Affairs.

STORAGE AND REMOVAL OF STUDENT WORK

Because of our limited storage space, all completed assignments must be removed after the instructor’s final grading and critique. Only works in progress should be stored in the classroom. All work must be labeled with the student’s name and class. All artwork must be removed from classrooms by Monday following the official end of each semester unless special provisions are made to have the work remain on display. Work on display in the Brownlee O Currey Student Exhibition must be claimed within one week after the exhibit closes. Unclaimed work may be disposed of after the above allotted time.

BULLETIN BOARDS

Several bulletin boards are located in the building where information of interest to students is posted. Students may post jobs, promotional opportunities, and works of interest on indicated bulletin board in the 500 hallway. Bulletin boards outside the theater and in the 500 hallway may be available upon request; students who wish to post information there must first obtain approval.
from Student Life. Flyers, posters, and other materials placed on walls, in the residence halls, or others areas beyond specified bulletin boards without prior approval from Student Life or from the Director of Facilities will be subject to removal and immediate disposal.

FOOD POLICY

Food or drink in the theater, except for bottled water, is prohibited during class sessions. Food and drink are prohibited in all computer classrooms. Bringing food into other classrooms is at the discretion of the instructor. Students should ask at the beginning of each semester what the policy is for each class. Students are responsible for cleaning up after themselves and any damages that may result as a direct impact of their use in any campus space.

AUTOMOBILE PRIVILEGES AND VEHICLE PARKING

To ensure parking is reserved for student use, a Watkins College of Art, Design & Film permit is required for all vehicles parked in the Watkins lot. The permit is to be prominently displayed on the inside of the rear window of the automobile. Permits are issued to new students at the time of their initial registration at no charge. Thereafter, students will be issued a permit as needed through the Front Desk at no cost.

Vehicles are restricted to one designated parking space. Oversized vehicles and non-motorized vehicles (including equipment) are prohibited in the campus parking lot and spaces except in cases approved in writing by the Director of Facilities.

Students with disabilities may park in the specially marked and designated spaces or in any available parking spot. Students who use the specially designated spaces must display a state-issued license plate or placard indicating that the driver has a disability. All vehicles are subject to tow when illegally parked in spaces reserved for patrons with disabilities or when blocking a fire lane, drive or walkway.

The college may place notice, ticket, and/or tow automobiles at the expense of the automobile owner/driver and/or associated permitted individual in violation of the parking regulations. The complete parking regulations can be obtained from the Front Desk.

RECYCLING

Watkins College of Art, Design & Film is dedicated to recycling and being responsible stewards of the environment. There are receptacle bins located at various locations throughout the building. Please help by disposing of your waste responsibly.

WATKINS STUDENT EMAIL

Upon enrollment at Watkins College of Art, Design & Film, students are assigned an @watkins.edu email address powered by Google. This email address replaces any personal email address used through the admission process and becomes the conduit for official College communication. Watkins will send all official correspondence to the @watkins.edu email address. Students are responsible for activating and maintaining that electronic presence.
Additionally, students residing within the residence halls must be aware of and abide by the Watkins College Technology Agreement (through IT).

**WATKINS PASSPORT - ID CARDS**

Each student is issued a Watkins Passport, student ID card, following initial registration and/or the start of the new academic year. Students should carry their Watkins Passport at all times when on campus, since presenting the card may be required, along with another picture ID, for admission to Watkins buildings and labs and when requesting and/or retrieving documents from the Office of the Registrar. The Watkins Passport is utilized to check out materials at the Library, and funds can be added to the card account for printing on campus and purchases at the Healthy Heart Cafe. Cards are issued by Front Desk staff during registration for the academic year of attendance. Replacement cards that are lost or stolen are available at any time after initial issuance for a cost of $25. Many discounts are available locally to students with valid Student ID cards. Any student who withdraws from the college should turn in her or his Watkins Passport ID card to the Front Desk. Alumni should turn in their Watkins Passport student ID card to the front desk to receive an Alumni ID card.

**CELL PHONES**

All cell phones should be turned off or silenced prior to entering any classroom, the library, or any other space where students and faculty are meeting.

**COLLEGE LIABILITY**

Enrollment at Watkins College of Art, Design & Film is considered to include an agreement that the college reserves the right to photograph or videotape students and their work, use samples of student work, and to reproduce or publish any work produced by students, with proper attribution whenever possible.

Students who participate in Watkins sponsored programs and events do so voluntarily and participation is at the student's risk. Watkins is not responsible for any injury to persons or property. Students are fully responsible for their own health and well-being, including payments for medical care, legal services, emergency transportation, and other needs that may arise and may not look to Watkins College of Art Design and Film to assume any such responsibility. The college recommends that students carry personal insurance. Information on Watkins College of Art, Design & Film insurance coverage related to off-site student projects is available from Department Chairs.

**SAFE AND SECURE LEARNING ENVIRONMENT**

Watkins College of Art, Design & Film takes the safety and security of its community very seriously. Metro Police officials report that the MetroCenter area is free of violent and drug-related crime and has low reports of property crime. Nevertheless, no part of the city is completely free of crime and every effort must be made to protect people and property at the college.

Access to the building during school hours is for students, faculty and administration only. Visiting parents and family may tour the school with a student guide, however, friends or relatives are not permitted in the classrooms or studios while classes are in session. Watkins staff members reserve the right to deny anyone access to the Watkins campus at anytime for any reason. All guests to
Watkins must be checked in at the front desk, including guests of students, faculty and/or staff. Guests are expected to abide by the policies, rules, regulations, and standards set forth by Watkins College of Art, Design & Film. Watkins students are responsible for the actions of their guests and will also be held accountable. Guests are expected to remain with the Watkins representative with whom they are visiting at all times. Students who are in the building for evening classes or who need to use equipment in classrooms outside of regular class times may be required to show a valid Watkins ID card and/or a picture ID.

Students, faculty and staff are encouraged to immediately report any crimes that occur on campus to a faculty or staff member, including the Director of Student Life, Director of Facilities, or Daytime Facilities Manager. Anonymous crime reports may be submitted through report.watkins.edu from campus computers or the campus wi-fi.

The full Campus Crime and Safety Report is available on the web from http://www.watkins.edu/about-watkins/ and updated annually each October. The report may also be requested at any time from the front desk staff, or the Office of Student Life.

SAFETY AND SECURITY FEATURES

• The MetroCenter complex has its own mobile security force that patrols the area.

• In addition, the campus is patrolled by the Metro Police and college officials who have a positive and personal working relationship with the patrolling Metro officers.

• Watkins has an internal and external electronic security system and surveillance system. When the system indicates a potential problem, a security company is automatically notified and the company calls the Metro police.

• Desk staff in the main building can assist students to their cars and provides other security services as needed.

• During late night hours, Watkins contracts an independent security company whose security officers patrol the parking lot, the main academic building, and the residence halls and also assist people to their cars.

• Security is further enhanced with parking lot lights and floodlights from the top of the building.

To maintain our safe environment, Watkins College of Art, Design & Film officials have adopted the procedures listed below:

• Students, faculty, staff, and visitors must enter and leave the main academic building at the front doors or rear Student Center doors where the reception desks are staffed by persons who monitor all those who come and go. At no time should anyone use the emergency exit doors unless there is an emergency, as these doors are alarmed.

• No one should be in the main academic building after officially posted business hours unless he or she has special permission from the President or his or her official designee.

• Everyone must have an official Watkins parking sticker, which must be displayed appropriately on his or her automobile.
• In the evenings, everyone should avoid walking alone to a parked car. Everyone should walk with a companion or request a security officer escort. Students living on campus are advised to do the same.
• Cars should be parked directly near buildings and should be locked at all times. Absolutely nothing of value should be left in plain view inside a car.
• Any suspicious activity or any person who does not appear to have reason to be at the college should be reported immediately to the security officer, desk staff or other appropriate college official.
• Every apparent crime should be reported immediately to the security officer, desk staff or other appropriate college official.
• It is advisable that blinds on the windows in the main academic building be closed in the evenings and should remain closed until the following morning. Students living on campus are also strongly encouraged to do the same.

Individuals should never utilize the lake property via any means of watercraft or swimming.

SERIOUS WEATHER PROBLEMS AND OTHER EMERGENCIES

Watkins has specific policies designed to promote safety and security. In some emergencies, it may be necessary to evacuate the building. If a fire alarm sounds or if an emergency is declared, all students, staff and faculty must leave the building through the closest exit. Listings of exits are posted on evacuation charts located throughout the academic facilities. Emergency evacuation drills are held each year and require everyone’s cooperation. Emergency response and timely warnings will vary with the emergency, but all Watkins community members should be prepared to respond to announcements over the public address system or SMS/email messages.

When serious winter storms or other threats of bad weather occur, the college may close. Notices of closing will be sent to local area radio and television stations and to Watkins email addresses. Regardless of whether or not the institution closes for bad weather, every student, staff and faculty member should use her or his own judgment and should not attempt to travel to campus in weather situations that might endanger her or his life.

When there is a tornado watch, students, faculty and staff are notified by the Director of Facilities or designee so that they may prepare to take cover. If there is a tornado warning, everyone is required to move to an interior section of the building. No one may remain in the library or Student Center when a tornado warning is active. Interior spaces within the building that offer greatest protection from tornadoes are marked with appropriate signs.

Watkins offers a combination SMS/email alert system to all community members. You may opt in when changing your password at password.watkins.edu.

LOCKDOWN

A campus lockdown is a procedure initiated by Watkins officials in an effort to protect the lives of students, staff and faculty. The length of time that a lockdown will last depends on the situation and how quickly it can be resolved by school officials and local law enforcement. A lockdown may be initiated for a variety of reasons, including natural disasters, criminal activity or other potential threat.
Reasons for a campus lockdown include:

- Natural disasters, such as tornado, ice storm, severe lightning
- Criminal threats
- Person with firearm or weapon on campus
- Gunshots on or near campus
- Bomb threats
- Crime taking place on or near campus
- Kidnapping or hostage situation
- Hostile or threatening intruder on campus
- Chemical spills or gas leaks

Lockdown with Warning procedures:

- The threat may be inside or outside of the college buildings.
- Watkins officials will order and announce “lockdown with warning” on the public address system. The announcement may be repeated several times.
- These announcements will also be sent to all students, faculty and staff by email and subscribed members via SMS. Announcements will also be posted on the Watkins website.
- Remain calm. Encourage others to remain calm.
- Bring everyone inside.
- Enter the nearest secure place, office or classroom.
- Lock all exterior doors.
- Clear hallways, restrooms and other rooms that cannot be locked.
- Pull shades. Keep away from windows and doors.
- Do not pull fire alarm. If alarm is activated, wait for an announcement from the PA system before taking action. Do not evacuate unless you smell smoke or are instructed to.
- Watkins officials will announce “all clear” on the public address system when it is safe to move freely.

Lockdown with Intruder procedures:

- Watkins officials will announce “Lockdown with Intruder” on the public address system. The announcement will be repeated several times.
- If the situation allows, these announcements will also be sent to all students, faculty and staff by email and subscribed members via SMS.
- Immediately direct all students, faculty, staff and visitors into nearest classroom or secure space. Classes that are outside should NOT enter the building.
- Remain calm. Encourage others to remain calm.
- Cease all activity.
- Do not lock exterior doors.
- Lock or barricade all classrooms and secure area doors.
- Move away from windows. Turn off all lights, computers, etc.
- Sit on floor, under or behind desks so as to be as invisible as possible.
- Turn off cell phone ringers and remain as silent as possible. Use texting in silent mode only.
- Calls to 911 should be made only if specific information becomes available regarding location or conduct of the intruder.
- Do not respond to anyone at the door. Watkins officials will announce “all clear” over the public address system when it is safe to leave the rooms.
• Do not pull fire alarm. If alarm is activated wait for an announcement from the PA system before taking action. Do not evacuate unless you smell smoke or are instructed to.

FIRE SAFETY
The following guidelines will help ensure the health and safety of all on campus in the event of a fire in the building.

Each student and employee has the responsibility of knowing the location of the fire alarm stations, fire extinguishers, and primary and secondary exit routes while on Watkins property. Fire extinguishers are located throughout the campus buildings and residence halls. They are to be used only in the event of a fire. Do not tamper with them. Tampering with fire alarms, extinguishers, smoke detectors and other fire equipment or pulling the fire alarm under false pretenses will be subject to swift and decisive disciplinary action, including eviction from college housing and/or legal action.

Exit signs are located strategically throughout the buildings. Do not remove or tamper with any of these signs. Exit plans are posted in all offices and classrooms. Please review these drawings for your own safety. The best fire safety starts with prevention. Smoking is prohibited in all Watkins buildings. There are designated smoking areas on campus. Smoking outside of these areas is prohibited.

Residents within College Housing should consult the Housing Policies and Contract for a list of items prohibited in the Watkins residence halls.

FIRE ALARM PROCEDURE

If you see a fire in the building:
• Immediately sound building alarm by activating pull station.
• Dial 911 and give exact location of fire if known.
• If you can do so safely, use the fire extinguisher to put out small fires (trash basket or smaller). If in doubt... GET OUT.
• Evacuate immediately.

If you hear the fire alarm:
• Do not assume it is only a drill.
• Turn on room lights and close doors as you leave. Touch metal door handles lightly with back of your hand to check for heat.
• If smoke is in air use wet cloth to breathe through and stay close to the floor.
• Do not go out of your way to collect personal belongings.
• Once outside of the building proceed to the West parking lot (Great Circle Rd.). Stay clear of the buildings to allow the fire department access.
• Follow the instruction of the person in charge of managing the emergency. (Director of Facilities, etc.)
• Do not return to or reenter the building until instructed to do so by the fire department or Watkins Fire Officer.

If someone is on fire:
• Don’t panic. Serious injury can be avoided if the flames are extinguished quickly.
• Prevent the person from running, which fans the flames and takes them farther from help.
• Get the person on the ground and roll her or him over and over to smother the flames. Use a blanket if one is available.

STUDENT RESOURCES

The College experience reaches beyond what is learned inside the classroom. Student Life encompasses your life at Watkins, outside of the classroom and studio. We strive to assist in your success while at Watkins and work towards creating an environment of inclusion, safety, involvement and community to produce successful practicing artists. The office manages the following: career planning, disability services, counseling, housing/residence life, international student advisement, orientation, recreation, student activities, and student health and wellness.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Accommodations are available for students with diagnosed physical, learning, psychiatric or other disabilities upon request. Students seeking accommodations for a disability or disabling condition should contact the Director of Student Life as soon as possible upon arrival to begin the accommodations process, which typically takes about a week. If the accommodations are relevant to on-campus housing, this process should begin with the first housing inquiry. Accommodations cannot be implemented retroactively. Accommodations are determined and implemented on a case-by-case basis as is reasonable and appropriate and may include but are not limited to: extended time on tests and in-class assignments, note-taking assistance or access to class notes, flexible course scheduling, and/or reduced course load. For all requests, appropriate medical documentation is required. Once the information and documentation is reviewed, the Director of Student Life will schedule an appointment with the student to discuss his or her specific needs. The student will then receive a copy of their access and accommodation letter that outlines determined academic accommodations. It is the responsibility of the student to deliver this letter to his or her instructor and notify them of any accommodations. Students with disabilities are encouraged to communicate with their faculty, but are not required to disclose specific diagnoses. Given the variable nature of courses at Watkins, we recommend that students meet with the Director of Student Life at the beginning of each semester to reevaluate appropriate and reasonable accommodations. Any students encountering problems with requesting accommodations in the classroom should contact the Director of Student Life by phone at 615.277.7406, by email at studentlife@watkins.edu, or by going by the Directors office during office hours at the Cecy Reed Student Center, room 801.

INTERNATIONAL STUDENT RESOURCES

Questions and problems regarding immigration matters, or other international student concerns, should be directed to the Director of Student Life. Any academic concerns should first be directed to your advisor.

CAREER SERVICES
The Career Services Coordinator assists students and alumni with the management of career planning, with a focus on building the resume prior to graduation. Students are contacted regarding volunteer, scholarship, and career opportunities within the college and within the community. The office maintains relationships with members of the community to create and provide direct opportunities for students of Watkins.

The goal of the Career Services Coordinator is to provide students with work experience and to guide them to pursue their professional ambitions on their own terms. Some of the opportunities promoted by the Career Services Coordinator may qualify as academic internships. Academic internships are registered and approved by the Department Chair of each respective program.

Career Services offers on campus workshops to enhance the education of students in the business aspect of visual arts. Resume preparation, grant writing and the legal aspects of the visual arts are included in the workshops.

In addition, students may contact the Career Services Coordinator for consultation on resume preparation. Students are encouraged to make an appointment to discuss how specific work experience can be added to their resumes. By interviewing students on an individual basis, the Coordinator is able to direct specific job opportunities to students with the proper qualifications.

Notices of employment opportunities, internships, and workshops can be identified on campus and through the student opportunities email newsletter.

**HOUSING**

Watkins College of Art, Design & Film offers on-campus apartment-style living. Each apartment contains four private bedrooms, two bathrooms, a full kitchen and living area, all appliances (including a washer and dryer), and convenient access to the academic building and studio space. In addition to the policies outlined in the Student Handbook, students residing on-campus or within campus housing must abide by the Housing Contract and Residence Hall Policies and Procedures. Incoming students under the age of 21 whose family home is further than 50 miles from the college are required to live on campus. For the 2015-2016 academic year, student on-campus apartment-style housing is offered on a space-available basis. Room rates are $3180 for each fall and spring semester and $1400 for the summer semester (which includes Maymester). The Office of Student Life may also be able to provide referrals for off-campus housing. Please contact the Residence Life Coordinator for more information at 615.277.7439 or housing@watkins.edu

**ORIENTATION**

The Office of Student Life coordinates the new student orientation program. All incoming students are required to attend the orientation program, which is held immediately before classes begin in both fall and spring semesters. The program welcomes new members to the student community and aids them in their transition to Watkins College of Art, Design & Film.

A significant portion of orientation is student-led and interested returning students are encouraged to apply for Orientation Leader positions each spring.

**YMCA**
All students of Watkins receive a waiver for the enrollment fee from all area branches of the Middle Tennessee YMCA. Students need only to present a valid Watkins student ID card to receive this benefit. The monthly membership rate for center-only membership or citywide membership is assessed based on income. The Northwest YMCA is conveniently located within five minutes of Watkins at 3700 Ashland City Hwy. Students are encouraged to utilize this neighboring facility. For additional information, visit [www.ymcamidtn.org](http://www.ymcamidtn.org) or contact the Director of Student Life.

**PERSONAL COUNSELING SERVICES**

Watkins recognizes that occasionally personal problems can cause stress and affect performance in the school setting. Watkins has a partnership with Association for Guidance, Aid, Placement and Empathy (AGAPE), an area counseling practice, that will be on campus for one day each week. The counseling service is designed to help students identify problems and seek solutions. The program is a prepaid service to students at no cost to the student. The program provides assistance with many personal problems such as drug or alcohol abuse, depression, anxiety, relationship conflict, problems caused by legal or financial worries, interpersonal abuse, and many others. When a student feels or believes that a problem exists and wants the assistance of a professional counselor, she or he is encouraged to contact the Office of Student Life to make an appointment. Confidentiality is of the utmost importance and privacy is absolutely respected. Once the problem has been identified, the counselor will recommend a plan designed to resolve the issue.

For questions about the program, any student may seek the advice of the Director of Student Life who will keep all matters confidential to the greatest extent possible and can refer the student to the appropriate contact or other resources.

**STUDENT ACTIVITIES**

**STUDENT ORGANIZATIONS**

Student organizations provide a valuable service to the college community by promoting leadership development, community spirit, activism, public spirit, and social and cultural interaction. Past organizations have included the Optimist Manifesto, the Watkins Film Club, the Watkins Athletic Club, Knitting Club, Vinyl Listening Club and more. Students are encouraged to start their own organizations.

Some requirements for a student organization include:

- A stated mission and purpose for being,
- A faculty or staff advisor,
- A minimum of 7 degree-seeking students of good academic and GPA standing committed to active participation,
- A plan for outreach to other students,
- Leadership and decision-making structure,
- Commitment to supporting the college mission and abiding by college policies.

Students interested in a complete list of requirements, reactivating a past organization, or starting a new one should contact Student Life. For information about currently active organizations, please see below or contact Student Life.
STUDENT GOVERNMENT

Student Life staff advises the student government, a group of students selected by their peers to represent student concerns. Student government focuses on institutional, departmental and community needs. Its mission is to promote interaction and cohesiveness among students, faculty, and staff while improving learning and working environments within Watkins. Student government also recognizes the importance of cooperation and interaction between Watkins and the surrounding community and assists with community service and social activities at Watkins. Student government is currently seeking new members; for more information about membership or for general inquiries, contact studentgov@watkins.edu

COMPANY H

Company H is a student and artist collective which regularly meets to discuss contemporary art, initiatives for alternative exhibitions, and alternative art-making methods and studio practice. In addition to their meetings, the group invites artists and speakers from the community to present their work and lecture. For more information contact companyh@watkins.edu

ARCTIC TUSKS

The Arctic Tusk is a student run literary journal that showcases the writing and visual talents of Watkins students, faculty, and staff. Journal staff members are responsible for soliciting work from the school community, selecting and editing pieces for publication, and distributing the journal on a semesterly basis. For more information, please contact arctictusk@watkins.edu.

FILM SCHOOL STUDENT COUNCIL

The Film School Student Council exists to provide a progressive body of film representatives with the goal of improving the Watkins Film School and its community through the dissemination of the student voice.

Film by its very nature is a collaborative medium, and, therefore, the Council works in tandem with the talents of all film students striving to make a difference. For more information, contact filmschool-student-council@watkins.edu.

ASID

The American Society of Interior Designers (ASID) is a community of people representing the interests of interior designers and the interior design community. Watkins sponsors a student chapter and students are invited to attend the local and regional professional chapter meetings throughout the year. To join, contact the Chair of Interior Design.

IIDA

The International Interior Design Association (IIDA) is a professional networking and educational association of more than 10,000 members in eight specialty forums, nine regions, and more than thirty chapters around the world. All are committed to enhancing the quality of life through excellence in interior design and advancing interior design through knowledge.
NASHVILLE ATTRACTIONS

There are many things to do in and around Nashville. We hope that you are able to take advantage of all that our surrounding community has to offer. Stop by Student Life for a list of hospitals, art galleries, museums, parks, malls, grocery stores, restaurants and other fine establishments in the area. You may also find additional information at http://www.nashville.gov/play.asp

DEMONSTRATIONS AND PROTESTS

The exercise of the First Amendment right of freedom of expression is one of the most important rights of a citizen. Because of the special role that an artist plays as a conscience, critic, and visionary in society, protection of that freedom is particularly important at a college of art, design and film. Freedom of thought and expression, which does not include the right to harass, threaten, injure, or silence others, is essential to any institution of higher learning and will be vigorously defended.

Watkins community members have such basic rights as freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of personal beliefs and freedom from personal force and violence, threats of violence and abuse. The exercise of such rights by individuals is subject to the obligation of the college to maintain an atmosphere conducive to academic freedom, social responsibility, and civil order, so that its educational mission will not be impeded and the rights of all Watkins community members will be protected.

Student demonstrations (marching, picketing, vigils, etc) are to be registered with the Director of Student Life no later than 48 hours preceding the event. The college reserves the right to determine the time, place and manner of events that occur on campus. The college does not seek to censor the expression of ideas, but rather to maintain campus safety and order. Sponsoring organizations, their officers, and all individual participants will be held responsible for their conduct in demonstrations. All areas involved must be cleaned up before departing. Student demonstrations are to be orderly and not to interfere with the normal operations of the college.

The privilege of on-campus demonstrations is not extended to organizations or students not directly affiliated with Watkins.

Individual members of the college community speak only for themselves in their public expressions or demonstrations.

Walkways and entrances to and in buildings must remain open to allow others safe access and egress as well as passage through the area. Adherence to building closures is expected; protestors or demonstrators will be required to leave at the time of building closure. In no event will protests or demonstrations be allowed in the following buildings or rooms:

- Residence halls;
- Private offices and associated facilities and computer centers;
- Offices or the Library or other facilities that normally contain valuable or sensitive materials, collections, equipment, or records protected by law or by college policy such as educational records, student–related records or financial records;
• Classrooms, auditoriums, shops, or meeting rooms in which classes or private meetings are being held or are about to be held;

• Emergency facilities, communication systems, utilities, or other services vital to the continued functioning of the college.

Faculty, staff or students who violate these policies or the law may be subject to disciplinary action and or legal action if appropriate.

STUDENT WELLNESS

MEDICAL INSURANCE

Watkins values the health and well-being of the entire campus community. While we do not require students to provide proof of insurance for enrollment, we strongly suggest that all students seek appropriate health and medical coverage. Student Life can provide guidance and referrals in this process for students seeking health insurance coverage from The Assurant Health Plan and The Sentry Student Security Plan, college student insurance coverage providers. Students are strongly encouraged to be informed consumers; health care and medical insurance are strongly individual.

Please see Student Life for more information, including a list of hospitals, and some clinics which serve the under- or un-insured. Bridges to Care links uninsured residents of Davidson County to a network of primary health, mental health, substance abuse, and dental clinics that serve patients based on their ability to pay. Uninsured students are encouraged to contact Bridges to Care at 615.340.0573 or btc.nashville.gov.

IMMUNIZATIONS

As of December, 2009, the state of Tennessee made changes to immunization requirements for all full time students entering higher education on or after July 1, 2011.

Any full-time (12 credit hours or more) student entering Watkins after July 1, 2011 must be able to show immunity to the following:

• Proof of immunity to measles, mumps, and rubella (MMR) can be shown by either
  ◦ date of birth before 1957 or
  ◦ documentation of 2 doses vaccine against measles, mumps, rubella given at least 28 days apart, not including doses given more than 4 days before the 1st birthday or
  ◦ documentation of blood testing showing immunity to measles, mumps, and rubella.

• Proof of immunity to varicella (chickenpox) can be shown by either
  ◦ date of birth before 1980 or
  ◦ history of chickenpox illness as verified by a physician or
  ◦ documentation of 2 doses of varicella vaccine given at least 28 days apart, not including doses given more than 4 days before the 1st birthday or
  ◦ documentation of blood test showing immunity to chickenpox.

Students who still need 2 doses of vaccine but are unable to obtain both prior to the start of classes may begin the session with one dose, but may not register for further semesters without completing the 2nd vaccine.
There are two possible exemptions to the immunization requirement:

- Medical: You must provide a letter from a healthcare provider stating that you are not a good candidate for immunizations due to risk of harm.
- Religious: You must provide a statement that immunizations conflict with your religious practice.

In either case, should Watkins face an outbreak of measles, mumps, rubella, or chickenpox, you agree to voluntarily cease attendance until the outbreak has subsided and not hold the College liable in any way.

It may be difficult to locate your childhood immunization records as an adult. You should start by checking with your parents or other family members who might have held on to copies. If you are still unable to locate the records, try to contact the original immunization provider: if a local health department, contact them directly; if a private medical office, contact that office. Your former school(s) may have kept copies of immunization certificates. If records cannot be located, vaccination is recommended - additional doses of vaccine are not harmful.

Vaccination services are offered by health care providers and some clinics. There are multiple ways to reduce the out-of-pocket expense to you:

- Health insurance: check with your healthcare provider or insurer.
- Vaccines for Children Program: Each person 19 or younger who has TennCare (Medicaid) or is uninsured or is an American Indian or Alaskan native or whose insurance does not cover immunizations is entitled to federally funded vaccine through the federal VFC Program at any health department or participating medical clinic. Eligibility for this program ends on your 19th birthday.
- Local health departments:
  - any student 19 or under can receive needed vaccines at local health departments at no cost for the vaccine, though there may be an administrative fee
  - students 19 or older with no evidence of MMR vaccination may request vaccine at local health departments at no cost for the vaccine, though there may be an administrative fee
  - new students 19 or older without insurance coverage for vaccine may request chickenpox vaccine at local health departments at no cost for the vaccine, though there may be an administrative fee
  - blood tests to check for immunity are not available through local health departments, though they may be available through private medical care providers.

For more information on the vaccination requirements, please visit [http://twis.tn.gov](http://twis.tn.gov) or [http://health.state.tn.us/CEDS/required.htm](http://health.state.tn.us/CEDS/required.htm)

**STUDENT CODE OF CONDUCT**

Admission to Watkins College of Art, Design & Film carries with it privileges and responsibilities. Students, as part of the college community, are expected to maintain acceptable standards of conduct and are subject to all national, state and local laws and ordinances. When student conduct fails to meet these standards or becomes disruptive to the educational process at Watkins, the
college will impose disciplinary sanctions, including probation, involuntary withdrawal, temporary or permanent dismissal, and referral for prosecution under state and federal law. Disciplinary probation prohibits students from holding office in student groups or student government, from serving as an Orientation Leader or Resident Advisor, and will typically result in harsher sanctions for any following transgressions. Students with a criminal history of which the college is aware are evaluated on a case-by-case basis. Watkins reserves the right to restrict access to, refuse to admit, suspend, or dismiss students who are deemed by the college to create a threat to the health, safety or wellbeing of the campus community.

Students are expected to be considerate of others at all times. Misconduct includes such acts as scholastic dishonesty, disruptive classroom behavior, sexual harassment, threats or abusive conduct toward college students, faculty, staff or property, or any other behavior determined by the college to be abusive, offensive, or inappropriate. Verbal or physical conduct by any student, employee, or faculty member that illegally harasses, disrupts, or interferes with the performance of another or which creates an intimidating, offensive, or hostile environment will not be tolerated. Each faculty and staff member has a responsibility to maintain a workplace and/or educational environment that is free of illegal harassment or discrimination. It should be understood that harassment is primarily “in the eye of the beholder.”

Watkins College of Art, Design & Film prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities. Watkins will impose disciplinary sanctions, including dismissal and referral for prosecution under state and federal law.

**DISCIPLINARY PROCESS**

The disciplinary process is initiated when the Office of Student Life receives an incident report. This report may be filed by an RA, by a college faculty or staff member, or may be in the form of an allegation of misconduct from another student, as in the case of harassment. Student Life will take appropriate and reasonable measures to protect the well-being of all students during the process. Upon determination that the report is not frivolous:

- The student(s) cited in the incident report will be asked to meet with either the Vice President for Academic Affairs and/or Director of Student Life (depending on the allegation) and/or provide a written statement.

- Other involved parties may be asked to either meet with the Vice President for Academic Affairs and/or Director of Student Life (depending on the allegation) and/or provide a written statement.

- The Director of Student Life and/or Vice President for Academic Affairs will engage in an investigation toward discovery of fact and determine responsibility.

- After determining responsibility, the Director of Student Life will inform involved parties and enact sanctions (if warranted).

- Finding of responsibility and sanctions may be appealed, via the College’s complaint and grievance procedure, if
- The college fails to follow the outlined procedure,
- New evidence arises after a determination has been made,
- Or sanctions are disproportionate to the violation and finding.

At the discretion of the Director of Student Life, low-level violations may be handled immediately through a one-on-one meeting.

Please remember that this disciplinary process is separate from and not beholden to any possible concurrent legal proceedings. Unlike criminal court, we seek a preponderance of evidence: evidence must support that the allegation was “more likely than not” to have been a violation of our code of conduct to warrant a violation and invoke sanctions.

**ACADEMIC MISCONDUCT**

Watkins College of Art, Design & Film depends on the honesty of its students for the integrity of its academic programs and does not tolerate academic misconduct. Although primary responsibility rests with each student, the college expects faculty members to make every effort to provide a classroom atmosphere that is conducive to the effective operation of an honor system. Academic misconduct, including cheating and plagiarism, is considered a serious offense and will incur consequences including disciplinary probation, suspension, or expulsion.

**INTELLECTUAL PROPERTY CREATED BY WATKINS STUDENTS:**

The college encourages students to create intellectual property and recognizes their ownership of that property. Intellectual property created, made or originated by a student while enrolled at Watkins shall be the sole and exclusive property of the student, except as he or she may voluntarily choose to transfer such property, in full or in part. Where possible and feasible, however, students should make every reasonable effort to give appropriate and public credit to the college for providing the supportive environment in which the work was created. The college also will have reasonable access to student work for purposes of accreditation, marketing and recruiting. The college, however, agrees to obtain student permission if the work in question is to be altered, edited, excerpted, composited or changed in any fashion from its original creation and presentation.

**PLAGIARISM AND CHEATING**

Plagiarism, appropriating passages, ideas, or visual content from another and using them as one’s own, is a serious transgression against the academic honor system. Plagiarism need not be a verbatim quote or literal representation; it can be a paraphrasing or use of an image that still leaves no doubt as to the source of the material. Plagiarism also includes hiring another person to do one’s work, such as a design project or term paper.

Cheating during an examination is another form of plagiarism, since it involves taking the answers of another and treating them as one’s own. All are dealt with severely. Academic misconduct will be reported to the Vice President for Academic Affairs.
Students found guilty of any form of cheating or plagiarism will receive an F as a letter grade for the course and are placed on disciplinary probation. Students found guilty of a second offense are immediately expelled from the College.

COPYRIGHT

Copyright is a form of protection provided by the laws of the United States to the authors or “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. –U.S. Copyright Office

Watkins College of Art, Design & Film respects the intellectual property rights of others and expects its community of creators and educators—students, faculty and staff—to be aware of laws and policies concerning the proper use of copyrighted materials. The use of copyrighted materials must be compliant with U.S. Copyright Law www.copyright.gov/circs/circ01.pdf and Watkins’ Copyright Policy located on the Watkins website. Students, Faculty and Staff will agree to follow Watkins’ policies and procedures with regards to copyright, intellectual property, and technology resources when they enroll at Watkins, and while they are employed by the college. Watkins does not assume legal responsibility for violations of copyright law by Students, Faculty, and Staff. These policies are available on the Watkins website or by contacting your Department Chair.

CLASSROOM MISCONDUCT

Educational success depends on the presence of a proper atmosphere for learning. Student misconduct that disrupts this atmosphere will not be tolerated. Such misconduct includes immature behavior, inappropriate comments, talking during class, drinking or being drunk in class, destruction of property, laughter and the making of offensive noises, and disruptive entering and leaving of the classroom or studio space. Classroom misconduct will be reported to the Director of Student Life. The student must schedule an appointment with the Director of Student Life immediately and may not attend any classes until after the meeting.

Any student engaged in classroom misconduct may be placed on disciplinary probation for the remainder of the semester and the student’s conduct for the rest of the semester will determine whether he or she is allowed to complete the semester and enroll for the following semester. The student has the right to appeal this action at the time of the required meeting with the Director of Student Life.

In extreme cases of classroom misconduct, an instructor may insist that a student leave the classroom immediately. If the student should refuse to leave, the instructor may call security or other administrative officials to assist in the removal of the student. Immediately after the class, the instructor will report the incident to the Director of Student Life. The student must meet with the Director of Student Life to discuss the incident before attending the class again. The Director of Student Life will determine the appropriate course of action, which may include disciplinary sanctions. The student may appeal the Director of Student Life’s decision to the Vice President for Academic Affairs.

ALCOHOL AND OTHER DRUGS
Watkins strictly prohibits the use, sale, dispensing, possession, or manufacture of alcoholic beverages consistent with federal and state regulations that state that individuals under the age of 21 are not permitted to consume alcoholic beverages. Students 21 years of age and older may possess and consume alcoholic beverages at sanctioned on-campus events where alcohol is served by a licensed bartender following college policies and only within the immediate vicinity of the event. Alcohol possession and consumption by students and their guests is not permitted within the academic building, or at any location on campus property at any other time.

Students 21 years of age and older may also consume alcohol in on-campus housing within the rooms and apartments of students who are legal drinking age, only if all occupants are of legal drinking age. Students may not consume alcohol during class meetings, nor are they permitted arrive to class intoxicated.

No student, regardless of age, may possess hard liquor anywhere on campus. Hard liquor, defined by this policy as having an alcohol content of 18 percent or more alcohol by volume, that is found by staff in campus residences or on property will be confiscated. Generally, this excludes beer, malt beverages, wine, and hard liquor mixes, however students who are of legal drinking age permitted to have alcohol are responsible for monitoring the alcohol content of any alcohol in their possession. Distilled spirits of any kind are considered hard alcohol. Underage students present in a residential room or apartment where alcohol is being consumed will be subject to disciplinary action, as will their hosts. Empty alcohol bottles can be considered evidence of consumption, and therefore constitute a policy violation. Empty hard alcohol bottles are not permitted anywhere on campus, and empty beer, wine, etc. bottles should be limited to the of-age student’s room, or disposed of in the appropriate receptacles. Any students using such materials for class artwork must receive written approval from the course instructor prior to obtaining and using such materials on campus. Students residing in on-campus housing must also receive prior written permission to house such items from the Residence Life Coordinator. Students found to be in possession of alcohol outside of the above are in serious violation of the alcohol policy and are subject to disciplinary procedures that can lead to suspension; there is zero tolerance for such violations.

Watkins College of Art, Design & Film provides a drug-free learning environment. The use, sale, dispensing, possession, or manufacture of illegal drugs on the property of Watkins or when engaged in the performance of official Watkins business off-campus, is expressly prohibited. Such behavior is not only illegal; it also harms both the individual and the learning environment. Watkins students are responsible for knowing and complying with all applicable federal, state, and local laws that make it a crime to possess, sell, or manufacture those drugs considered to be controlled substances by the federal government and/or the State of Tennessee.

The presence of drug paraphernalia and/or residue indicates the use of illegal drugs and students will be dealt with according to Watkins policies on drug possession and use. Violators of these laws are subject to both prosecution and punishment by civil authorities and to disciplinary proceedings by the college. Penalties to be imposed by the college may range from one-day suspension to expulsion. Presentations on drug and alcohol abuse will be conducted periodically, and these sessions will be open to all students. This summary is not intended to be a reinstatement of the law nor a summary of all of the laws relating to drugs and alcoholic beverages. All members of the Watkins community are responsible for compliance with the federal and state laws governing the
use or possession of drugs or alcohol.

**FIREARMS ON CAMPUS**

Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other dangerous weapons, or the brandishing of any weapon or any other object in a menacing or threatening manner is strictly prohibited. Weapons may be defined as any object or substance designed to inflict a wound, cause injury, or otherwise cause harm to individuals. Weapons may include, but are not limited to, all firearms, pellet guns, stun guns, paintball guns, slingshots, martial arts devices, switchblade knives, baseball bats and clubs. This includes disassembled weapons and their parts, as well as ammunition, including, but not limited to bullets and arrows. Weapons will be confiscated and the student in possession will be subject to disciplinary action and/or prosecution under state criminal codes.

Possession of or use of firearms or other dangerous weapons of any kind on the property of Watkins College of Art, Design & Film is prohibited. As prescribed by state law, signs are posted at prominent locations at the College stating the criminal penalties for violation of this prohibition. This policy does not apply to authorized law enforcement officers in the actual discharge of official duties. Absolutely no other exceptions are permitted except as authorized in writing by the President of the College.

The possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property, or any substances which could be considered to be and are used as fireworks, explosives, or pyrotechnics is prohibited. Any exceptions must be authorized in writing by the President of Watkins College of Art, Design & Film.

**SEXUAL MISCONDUCT AND POWER-BASED PERSONAL VIOLENCE POLICY**

Watkins College of Art, Design & Film strictly prohibits acts of Sexual Misconduct and power-based personal violence including rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking, and other forms of power-based personal violence.

**Prevention, Education, and Training**

Watkins provides several programs that address sexual misconduct and instances of power-based personal violence, including the related issue of drug and alcohol abuse. Watkins requires mandatory online training for all incoming students. This information intends to educate and prevent situations of rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking, and other forms of power-based personal violence before it occurs. The information details definitions and a clear statement that the college prohibits such acts. The program additionally provides information defining consent, options for bystander intervention, information for risk reduction, and our policies and procedures for responding to these incidents. All students are given a Student Handbook and Planner, which contains the Watkins Sexual Misconduct and Power-based Personal Violence Policy. The policy is also made readily available on the Watkins website.
Ongoing prevention and awareness campaigns/programming events are offered throughout the year.

Watkins also provides regular and ongoing training to faculty and staff, beginning at the start of their association with the college. This training includes:

- New staff and faculty orientation includes a discussion of non-discrimination laws and policies.
- The Title IX Coordinator, responsible employees, and the Director of Student Life, and others involved in responding to, investigating, or adjudicating sexual misconduct and power-based personal violence cases receive additional training in these areas from the Sexual Assault Center.
- Student Resident Advisor training facilitated by the Sexual Assault Center to assist with recognizing and responding to incidents of sexual misconduct or power-based personal violence.

**Immediate Assistance**

Any member of the Watkins community who has experienced sexual misconduct or power-based personal violence may seek immediate assistance from one or more of the following resources. As discussed in the “Reporting an Incident” section below, some of these resources are subject to mandatory reporting requirements. This policy indicates the level of confidentiality offered by each of the listed on-campus resources.

**Law Enforcement**

Metro Nashville Police Department Headquarters  
200 James Robertson Parkway  
Nashville, TN 37201  
615-862-7400  
Emergency – 911  
www.police.nashville.gov

The filing of a police report or the pendency of civil or criminal proceedings does not preclude Watkins from proceeding with its investigation and determination. The investigation and determination may be delayed until the police have finished gathering evidence but generally will not wait for the conclusion of any criminal proceeding. Watkins encourages its students, faculty, and staff to report crimes to law enforcement.

NOTE: Civil or criminal proceedings are separate and distinct from internal college proceedings and they may or may not run parallel to one another. However, Watkins may be required by law to provide information in civil or criminal proceedings.

**Medical Service Providers**

Nashville General Hospital at Meharry Emergency Department*  
1818 Albion Street
*In order for a sexual assault forensic examination to be admissible in Davidson County court one must have the procedure completed at Nashville General Hospital.*

St. Thomas Midtown Hospital Emergency Department  
2000 Church Street  
Nashville, TN 37236  
615-284-5555

TriStar Centennial Medical Center Emergency Department:  
2300 Patterson St.  
Nashville, TN 37203  
615-342-1000

This list is not exhaustive, merely the nearest medical service providers to Watkins’ campus.

**Resources and Support**  
Sexual Assault Center Hotline: 1-800-879-1999  
Tennessee Coalition to End Domestic & Sexual Violence Hotline: 1-800-787-3224  
YWCA Crisis and Information Line: 615-242-1199

The law enforcement agency listed above is available for emergency response, facilitating medical transport, investigating incidents of a criminal nature, referrals, and preserving evidence.

The medical service providers listed above are available for treatment of injuries, preventative treatment for sexually transmitted diseases, other health services, and consultations. Medical treatment and a forensic examination may aid in the preservation of relevant evidence. Tennessee law requires all medical personnel to report to law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Medical personnel are also required to report to law enforcement and/or Child Protective Services when a minor presents for treatment for any injury or condition that reasonably indicates it was caused by violence or abuse, including physical or sexual abuse. Medical personnel are also required to report to law enforcement and/or Adult Protective Services when certain vulnerable adults present and there is reasonable belief that they are victims of adult abuse, neglect, or exploitation.

Students can request that a Student Life representative or other advocate with whom they feel comfortable to meet them at a medical service provider, law enforcement agent, or other resource for assistance. If a Student Life representative is not on campus, for example if you need assistance outside of business hours, please notify the front desk attendant that you have an emergency and would like to reach the Director of Student Life or another Student Life representative. Students do not need to reveal any details about the emergency to the front desk attendant; they will call the Student Life representative immediately.
Immediate Priority—Preserving Evidence
To help preserve evidence, it is important for the victim not to change clothes or bedding and
not take a shower, douche, or clean up until police have had a chance to gather evidence. If a
victim has already changed clothes or cleaned up/showered, evidence may still be
collected. Leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or
bedding must be moved, try to keep each item separate to prevent transfer of body fluids or
other trace evidence. Do not delete or destroy any text messages, emails, voicemails, written
notes, or any other documents that may be relevant.

Ongoing Assistance
The following resources are available for ongoing assistance, regardless of whether the victim
chooses to make an official report or participate in an investigation or criminal process. As
discussed in the “Reporting an Incident” section below, some of these resources are subject to
mandatory reporting requirements.

Resources for Counseling and Advocacy
These resources are at no- or low-cost to survivors of sexual assault:
   Sexual Assault Center, www.sacenter.org
   Tennessee Coalition to End Domestic & Sexual Violence, www.tncoalition.org
   AGAPE Counseling, www.agapenashville.org

Interim Measures, Accommodations, and Sanctions
Where appropriate, Watkins will implement interim measures on its own initiative or in response
to a request from a complainant (the alleged victim of sexual misconduct or power-based
personal violence) or respondent (the alleged perpetrator of sexual misconduct or power-based
personal violence).

Interim measures for students may include (within reason), but are not limited to:
   • access to counseling services and assistance in setting up an initial appointment;
   • “no-contact directives” (also known as stay away orders or directives to desist) issued by
     Student Life;
   • rescheduling of exams and assignments;
   • providing alternative course completion options;
   • changing class schedules, including the ability to transfer course sections or withdraw from
     a course without penalty;
   • changing work schedules, job assignments, or job locations for college employment;
   • changing residence hall assignments;
   • limiting or barring an individual’s or organization’s access to certain Watkins-owned
     facilities or activities;
   • interim residential expulsion of the respondent;
   • interim suspension of the respondent;
   • student-requested leaves of absence.

NOTE: Students may also seek orders of protection, restraining orders, or other similar orders
issued by a court of law and may be assisted in doing so by representatives from Student Life
offices.
Interim measures for faculty and staff may include, but are not limited to:
- access to counseling services and assistance in setting up an initial appointment;
- changing work schedules, job assignments, or job locations;
- limiting or barring an individual’s or organization’s access to certain Watkins-owned facilities or activities;
- administrative leave;
- Watkins-imposed leave or physical separation from individuals or locations.

Offenses and Definitions

Offenses
The following conduct is prohibited:
- Non-Consensual Sexual Intercourse
- Non-Consensual Sexual Contact
- Sexual Harassment
- Sexual Harassment – Hostile Environment
- Sexual Exploitation
- Actions that fall within the broader range of sexual misconduct, as described in “Other forms of sexual misconduct” below
- Stalking
- Dating Violence
- Domestic Violence
- Retaliation

Definitions of Specific Offenses
- Non-Consensual Sexual Intercourse is any vaginal and/or anal penetration – however slight – by a penis, object, tongue, or finger, and/or oral copulation (mouth to genital contact), by any person upon another without effective consent.
- Non-Consensual Sexual Contact is any contact of a sexual nature – however slight – with the breasts, buttocks, groin, genitals, mouth, or body part of another, by any person upon another without effective consent. Sexual touching also includes an individual causing someone else to touch him or her with, or on, any of these body parts.
- Sexual Harassment is unwelcome conduct of a sexual nature, and may include unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal conduct of a sexual nature. It may be based on or result from power differentials, the creation of a hostile environment (defined below), or retaliation.
- Sexual Harassment – Hostile Environment is harassing conduct of a sexual nature that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of a member of the community to participate in or to receive benefits, services, or opportunities from Watkins’ programs or activities. One instance that is sufficiently severe, such as a sexual assault or rape, can create a hostile environment.
- Sexual Exploitation. Non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other improper purpose.
- Other forms of sexual misconduct include, but are not limited to, the following:
• Invasion of privacy of a sexual nature;
• Procuring, offering, or promoting prostitution;
• Intentional transmission of HIV (human immunodeficiency virus) or another sexually transmitted disease;
• Attempts to commit sexual misconduct; and
• Facilitating, aiding, encouraging, and/or assisting a violation of this policy.

• Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates with or about a person, or interferes with a person’s property.

• Dating Violence is sexual or physical abuse or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated. The existence of a social relationship of a romantic or intimate nature may be determined by the length of the relationship, the type of relationship, the frequency of the interactions between the persons involved in the relationship, and other relevant contextual factors. Dating violence does not include acts covered under the definition of domestic violence.

• Domestic Violence is sexual or physical abuse or the threat of such abuse committed by
  • a person who is the current or former spouse or domestic partner of the person against whom the violence is perpetrated;
  • a person who shares a child in common with the person against whom the violence is perpetrated;
  • a person who is cohabitating or has cohabitated as a spouse or in the context of a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated; or
  • a person who has another type of intimate relationship, including as a parent, guardian, or other status defined by Tennessee law or college policy, with the person against whom the violence is perpetrated.

• Retaliation against any person who makes a complaint or has participated in the investigation or resolution of a complaint involving a violation of this policy is prohibited. Watkins will take prompt and responsible action to address any reports of retaliation.

Clarifications
Force includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion.

To coerce is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.

Blacking out is an amnesia-like state that may be brought on by drugs, heavy drinking, or intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior. Afterwards the person has no recollection of all or part of the events
that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out in that a person in a blackout remains conscious and operative.

Incapacitation includes the inability to make a rational, reasonable decision. Incapacitation can result from the taking of GHB, Rohypnol, Burundang, Ketamine, or other sedatives or “date-rape” drugs, or excessive use of alcohol or other drugs. Evidence of incapacitation may include, but is not limited to, one or more of the following:

- slurred speech
- bloodshot eyes
- the smell of alcohol on the breath
- shaky equilibrium
- vomiting
- outrageous or unusual behavior
- unconsciousness
- elevated blood alcohol level
- blacking out

A person wishing to engage in sexual activity with another must specifically determine the capacity of that potential sexual partner to provide “affirmative Consent,” as explained below.

Intoxication refers to a state of stupefaction, exhilaration or euphoria resulting from the ingestion of alcohol or other chemical substances.

Blacking out, incapacitation, and intoxication do not provide a valid explanation or excuse for violation of this policy.

Effective Consent is consent that is informed and freely and actively given. Effective consent requires mutually understandable words or actions indicating a willingness to engage in mutually agreed-upon sexual activity.

- The person who wishes to engage in sexual activity with another bears the burden of specifically asking/obtaining permission if effective consent is in question or ambiguous.

- Effective consent must be maintained by both parties throughout the sexual interaction.

- Effective consent to sexual activity may be revoked at any time, at which point sexual activity must cease immediately.

- A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor in order to convey or demonstrate a lack of effective consent.

This policy is predicated upon the requirement to obtain effective consent (communicating “yes” by word or action) rather than denial (saying “no”). To clarify, this means a lack of a “yes” by word or action should be interpreted as saying “no.” Not saying “no” is not effective consent.
Previous sexual relationships of the complainant and the respondent with others are irrelevant, but a previous and/or current sexual relationship between the complainant and the respondent may or may not be relevant depending on the facts and circumstances, as to whether effective consent was sought or obtained.

- Effective consent expires.
- Effective consent lasts for a reasonable time, depending on the circumstances. For example, effective consent on one occasion, whether on the same day or another day, may not carry over to another time.
- Effective consent cannot be implied by attire, nor can it be inferred from the buying of dinner, the spending of money on a date, being invited or accepting an invitation to a person’s residence, or engaging in kissing or other foreplay.

One who is incapacitated as a result of alcohol or other drug consumption (voluntary and/or involuntary), or who is unconscious, unaware, asleep, or otherwise physically helpless, is incapable of giving effective consent. Because effective consent must be informed, an individual may not engage in sexual activity with another whom the individual knows, or should reasonably know, is incapacitated. Because effective consent can never be provided by an incapacitated person, effective consent is deemed withdrawn when an individual becomes incapacitated at any point during sexual activity.

Agreement or acquiescence obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation, or other forms of coercion, is not effective consent.

A person’s age may be a factor in determining the ability to give effective consent. Agreement or acquiescence is not effective consent when given by the following:
- individuals with a cognitive disability or other conditions that significantly limit their ability to understand the nature or extent of the action for which effective consent was requested;
- incapacitated persons. (See “Incapacitation” above.)

Depending on the facts and circumstances, proof of intent may or may not be required to find a violation of this policy. For example, engaging in intercourse without obtaining effective consent constitutes a violation of the policy regardless of intent. On the other hand, intent may be an appropriate consideration in some complaints (such as when one person brushes up against another person in a crowded room).

**Reporting An Incident**
Watkins takes reports of sexual misconduct and power-based personal violence seriously. How Watkins responds depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the school’s obligations under applicable federal and state laws.
This section explains the various reporting and confidential disclosure options available to members of Watkins’ community to enable them to make informed choices about where to turn should they experience sexual misconduct or power-based personal violence.

Confidential Resources
Some resources are confidential. Confidential resources include licensed professional counselors/mental health providers, such as those at the Sexual Assault Center; pastoral counselors acting in that capacity; and medical professionals, such as those at clinics or hospitals. These resources do not report any information about an incident to the Title IX Coordinator without a victim’s permission. However, these resources may have reporting obligations under state or federal law. For example, healthcare providers and certain other individuals are required to notify law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Similarly, all persons are required to notify law enforcement when they receive a report of sexual abuse of a minor.

Responsible Employees for Title IX Reporting
Responsible employees are not confidential resources. A responsible employee is a Watkins employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct, or whom a member of the college’s community could reasonably believe has such authority or duty. Generally, with the exception of the confidential resources discussed above, most employees to whom community members might reasonably report an incident of misconduct will be responsible employees. This includes, but is not limited to: senior leadership (e.g., President, Vice President of Institutional Advancement, Vice President of Academic Affairs, including Associates and Assistants), Title IX Coordinator, staff in the Office of Student Life, including Resident Advisers, professional staff in the Office of Academic Affairs, and faculty and staff members (except for guest lecturers and visiting professors).

Responsible employees are required to report possible violations of this policy to the Title IX Coordinator, including all relevant details about the alleged sexual misconduct, so that Watkins can take steps to investigate the matter promptly and resolve it fairly. Conversations with responsible employees are otherwise kept private to the extent possible and are only disclosed to those with a need or right to know.

Before a responsible employee receives any information from a victim, the employee will seek to confirm that the victim understands the employee’s reporting obligations and, if the victim wants to maintain confidentiality, will direct the victim to one of the confidential resources outlined above.

If the victim wants to tell a responsible employee what happened but does not want the complaint investigated or the victim’s name disclosed, the employee will tell the victim that Watkins will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of an incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality or make a full report.
NOTE: All allegations involving the abuse of minors (as explained below) must be reported to law enforcement and Watkins.

Anonymous and Third-Party Reporting
Watkins encourages victims of sexual misconduct or power-based personal violence to talk to someone. Watkins encourages third parties to report incidents of sexual misconduct and power-based personal violence to any responsible employee. The college may not be able to move forward with third-party reports if the victim does not wish to cooperate with an investigation. After providing a report, third parties are not entitled to information about Watkins’ investigation and response due to privacy concerns and applicable federal and state laws.

Watkins encourages anyone who witnesses, experiences, or has information about possible sexual harassment and/or sexual misconduct to take reasonable actions to prevent or stop such actions. This may include reporting the behavior (in accordance with the reporting options outlined above), directly intervening when it is safe and reasonable to do so, contacting law enforcement, or other means. A person who has been subjected to sexual harassment and/or sexual misconduct need not confront the other party; the appropriate process to address the conduct is through this policy.

Limited Disciplinary Immunity for Complainants and Witnesses
Individuals with information about sexual misconduct or other power-based personal violence may hesitate to come forward out of fear that their own violations of policy would be revealed. Students are advised that Watkins does not condone infractions of policy, but considers reporting incidents of sexual misconduct and other power-based personal violence to be of paramount importance. Therefore, Watkins will generally extend immunity for alcohol or substance abuse violations to victims and potential witnesses in order to facilitate reporting and resolution of sexual misconduct or other power-based personal violence complaints. Complainants or witnesses may be referred for an alcohol or drug assessment and any recommended counseling.

Public Exhibitions and Artwork
Public exhibitions of artwork or presentations in which students may disclose incidents of sexual violence, are not considered notice to the college of sexual misconduct for purposes of triggering its obligation to investigate any particular incident. Such events may, however, inform the need for campus-wide education and prevention efforts, and the college may provide information about students’ Title IX rights at these events.

Protection of Minors on Campus
Watkins is dedicated to the welfare and safety of minors who visit Watkins’s campus, who participate in Watkins’s programs, or who are entrusted to Watkins’s care. Every member of the Watkins community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of, or inappropriate interactions with minors. Members making a report in good faith are protected from criminal and civil liability for making the report. Everyone is required by Tennessee law to report any type of suspected abuse, neglect, or inadequate care, in addition to suspected child sexual abuse.
Two reports, one external and one internal, must be made:

External Report—Tennessee law requires every person who suspects sexual or physical abuse or neglect of a minor to report it. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at 877-237-0004, online at https://reportabuse.state.tn.us/ or to a Tennessee sheriff’s office or police department. If the situation is a life-threatening emergency, contact 911.

Internal Report—Every member of the Watkins community has a further obligation to immediately report to Watkins known or suspected abuse or neglect of a minor on campus or in a Watkins program. Reports should be filed with the Title IX Coordinator as soon as possible.

Investigations
Watkins recommends that complaints of sexual misconduct or power-based personal violence be made to Student Life, but if a person chooses to make an initial complaint to any other responsible employee of the college, that person will refer the matter to the Title IX Coordinator. The Title IX Coordinator has responsibility for investigating reports pertaining to alleged sexual harassment, sexual misconduct, and power-based personal violence. The Title IX Coordinator is trained annually and on an ongoing basis on issues related to sexual harassment, sexual misconduct, and other power-based personal violence, and in conducting investigations in a manner that protects the well-being and safety of the complainant and the Watkins community. Retaliation against any person who files a complaint, participates in an investigation, encourages the filing of a complaint, or opposes sexual misconduct and power-based personal violence is prohibited.

Complaints may be filed at any time, but the college encourages community members to report violations as soon as possible after the incident.

To file a complaint pertaining to this policy, please contact the Title IX Coordinator at 615-277-7411 or visit the office located in the front of the building, room 103. Anonymous complaints and crime reports may also be filed from any campus computer or computer on campus wifi at report.watkins.edu.

Complainants who contact the Title IX Coordinator should provide as much of the following information as possible: what happened, where, and when; names of all parties involved, including witnesses (if any); supporting documentation (if any); and contact information. Everyone is encouraged to report sexual misconduct or power-based personal violence even if some or all information is unavailable or cannot be provided.

Requests for Confidentiality
All requests for confidentiality will be evaluated by the Title IX Coordinator. In doing so, the Title IX Coordinator will consider the interests of the complainant and the college’s commitment to a safe and non-discriminatory environment for all members of the Watkins community. In weighing a request that a complainant’s name not be disclosed to the respondent or that no investigatory or disciplinary action be taken, the Title IX Coordinator will consider a variety of factors, including, but not limited to, the complainant’s desire for confidentiality, the
circumstances surrounding the alleged misconduct, information concerning any previous allegations involving the respondent, the likelihood of repeated offenses, evidence that the alleged misconduct is part of a pattern of misconduct, and the college’s ability to ensure that the alleged misconduct does not contribute to the creation of a hostile environment for any students.

If a complainant’s request for confidentiality is granted, Watkins’s ability to investigate the incident may be limited. In such situations, the school may, to the extent possible, take steps to mitigate the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged offender or revealing the identity of the complainant. Such actions include, but are not limited to, increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred; providing training and education for students and employees; revising and publicizing the college’s policies on sexual misconduct, and conducting climate surveys regarding sexual misconduct.

If Watkins determines that it must proceed with a formal investigation, it will inform the complainant prior to notifying the respondent of the investigation; the college will also implement interim measures, as necessary, to protect the complainant and ensure the safety of the Watkins community. In the event the complainant requests that the college inform the respondent that the complainant asked Watkins not to investigate or seek discipline, Watkins will honor this request and inform the respondent that the college made the decision to go forward.

A complainant who initially requests confidentiality is not precluded from later requesting that a full investigation be conducted.

**Intake, Charging, and the Investigative Process**

A responsible staff person will assess the nature of the complaint through an intake process. The staff person will submit the complaint to the Title IX Coordinator or refer the complainant to the appropriate department if the allegations do not involve a violation of this policy or other anti-discrimination/rebatiation policies.

Responsible staff will first ask the complainant for information about the incident. Supporting documents, such as emails, photos, or text messages, and any other evidence should be preserved. If witnesses were present or have relevant knowledge, it is important to identify them, state what they may know, and inform staff of how they can be contacted. If the complainant chooses not to participate, the Title IX Coordinator will determine whether to conduct an investigation.

In no circumstances will mediation be used to resolve cases of sexual assault or power-based personal violence.

The Title IX Coordinator will determine any appropriate interim measures.
NOTE: If the Title IX Coordinator determines that an investigation should be conducted and the complainant chooses not to participate, the Coordinator will move forward and make its determination based upon the information available to it.

Upon a determination by the Title IX Coordinator that an investigation will be conducted with a student respondent, the responsible staff will normally provide a copy of the complaint, any additional statements or information provided by the complainant, and any other information gathered during the course of the filing of an incident or police report to the Director of Student Life (or designee), who will determine the charge(s) to be brought, if any, and present the charge(s) to the respondent. After the presentation of the charge(s), the respondent will have the opportunity to agree or disagree with the charge(s). The matter will be referred to the Title IX Coordinator for further investigation and a determination.

Investigative Committee
After the Title IX Coordinator has determined a complaint requires investigation a four person committee will be formed to analyze evidence, hear testimony and determine guilt. The committee with consist of the Title IX Coordinator, one faculty member, one staff member and one resident advisor. Committee members will undergo training by the Tennessee Coalition to End Domestic & Sexual Violence and membership will rotate every two years. In cases where conflict of interests exist substitutions may occur.

Investigative Process
The Title IX Coordinator will inform the respondent of the allegations, the initiation of an investigation, and the possibility of sanctions, and will provide the respondent with an opportunity to ask questions, provide information, and offer names of witnesses or other people with relevant information. The investigative committee will interview the respondent and other individuals who may have pertinent knowledge. Supporting documentation and information may be collected from the complainant, respondent, and witnesses. Investigators may request access to premises, records, and documents it deems relevant to the complaint. As the investigation progresses, the committee may seek clarification from any person participating in the investigation regarding the incident or their statement. If the complainant learns or remembers any additional information, the complainant should notify the Title IX Coordinator immediately.

Retaliation
Retaliation against a person who files a complaint, participates in an investigation, encourages one to file, or opposes discrimination is prohibited. In addition, respondents must not interfere with an investigation.

Advisers
Both the complainant and the respondent will be permitted to ask an adviser of their choosing to be present during all relevant meetings related to alleged violations of this policy. The adviser may accompany the complainant or respondent and may confer privately with them, but the adviser may not speak on behalf of the complainant or respondent or otherwise participate in any meeting. An adviser’s failure to comply with these guidelines may result in the termination of the meeting or the adviser no longer being permitted to be present.
Recordings and Evidence
The audio and/or video recording of any meeting conducted as part of an investigation under this policy is prohibited. In addition, given the nature of the college’s process, the testimony of, and information derived from, experts, such as reports of handwriting experts, will not be considered, except in rare circumstances. In those rare cases, determinations as to the appropriateness of testimony of or information derived from an expert will be made in the sole discretion of the Title IX Coordinator.

Past Relationships and Conduct
Previous sexual relationships of the complainant and respondent with others are irrelevant. A past sexual relationship between the parties may or may not be deemed relevant the investigating committee. For example, past sexual encounters between the parties may provide insight on communication patterns for purposes of determining if effective consent was granted. However, other allegations of sexual misconduct may be considered only if determined relevant by the Title IX Coordinator based on all relevant facts and circumstances.

Determinations and Sanctioning
At the conclusion of the investigation, the Title IX Coordinator will determine, based on the preponderance of the evidence, whether the alleged acts occurred and violated the Sexual Misconduct and Power-Based Personal Violence policy. The investigative committee will provide its determination, including the basis for the determination, in writing to the complainant and the respondent simultaneously. When the respondent is not determined to have violated the policy, the matter will be closed with no action taken. When the respondent is determined to have violated the policy, the determination will also be forwarded to the appropriate designee for sanctioning, referral, or follow-up (Director of Student Life for students, Vice President of Academic Affairs for faculty, appropriate supervisor/manager for staff, etc…).

The designee will review the investigative report. If is determined this policy has been violated by the respondent, the designee will render an appropriate sanction. If, upon reviewing the materials, the designee requires clarification or additional information from the investigative committee before rendering a decision as to sanction, they may request such clarification or additional information. The designee will notify the complainant and the respondent simultaneously and in writing of the sanction imposed. The Director of Student Life is trained on an ongoing basis on issues related to sexual misconduct and other power-based personal violence.

Procedures for Students
The guidelines for sanctions in sexual misconduct and power-based personal violence cases are set forth below. The Director of Student Life may deviate from the range of recommended sanctions when appropriate based on all the facts and circumstances.

- The minimum sanction for any student found responsible for Non-Consensual Sexual Intercourse is suspension; a student found responsible for this offense may be expelled, depending on all of the relevant facts and circumstances, including any previous conduct infractions.
• Any student found responsible for Non-Consensual Sexual Contact, Sexual Harassment, Sexual Harassment – Hostile Environment, Sexual Exploitation, Stalking, Dating Violence, Domestic Violence, Retaliation, or the other delineated forms of sexual misconduct, may face a sanction ranging from disciplinary probation to expulsion, depending on all relevant facts and circumstances.
• Inappropriate behavior that does not create a hostile environment may be addressed through other corrective action, or remediation, consistent with the Student Handbook, depending on all relevant facts and circumstances.
• In some cases of misconduct, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a corrective action plan or sanction. Such treatment may also be a condition of readmission to Watkins or a condition for remaining in the College. In addition to this condition, in cases of suspension, the Director of Student Life may set other conditions for readmission to Watkins.

Procedures for Faculty
If, after receiving information from or consulting with the Title IX Coordinator, the Vice President of Academic Affairs determines that the disciplinary process should be initiated, they will follow the process for violations of the faculty standards of conduct set out in the Faculty Manual.

Procedures for Staff
If, after receiving information from or consulting with the Title IX Coordinator, the staff member’s department head determines that the disciplinary process should be initiated, the process for violations of staff policies will be followed.

Appeals
The complainant and respondent have the right to appeal the determination by the investigative committee and the sanction (if any) rendered by the Director of Student Life. The complainant and respondent will be notified of this right and the procedures for appeal simultaneously in writing.

Off-Campus Events
College-sanctioned off-campus events are coordinated by a designated faculty or staff member, who bears responsibility for reporting any criminal activity back to a campus security official via the incident reporting system.

PARENTAL NOTIFICATION
The College reserves the right to notify parents in any situation where a violation of the student conduct code has put either the student in question or other students at substantial risk:

• Student is under the age of 21; a first alcohol, drug, or firearm violation where aggravating factors were involved or the student posed a threat of harm to self, others, or property.
• Student is under the age of 21; a second or subsequent alcohol, drug, or firearm violation.
• Student is under the age of 21 and was charged with possession or trafficking of a controlled substance.
• Student is of any age and is deemed by the College to pose a threat of harm to self or others.

In all cases, parental notification is meant to support the student through the educational process and not as a punitive measure.

READMISSION AFTER DISMISSAL DUE TO MISCONDUCT

A student who has been dismissed from the college due to misconduct is eligible to apply for readmission one year from the date of dismissal and must submit a new application for admission and complete all admission procedures and requirements. Students who are readmitted after dismissal must enter the college under the catalog and program requirements in effect at the time of readmission and are subject to policies regarding time limits for degree completion. Students readmitted after dismissal due to misconduct must make arrangements to meet with the Director of Student Life regularly during their first semester.

COMPLAINTS AND GRIEVANCES

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the college or has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student. A student who wishes to have a complaint addressed by the college should first use the following Complaint Procedure and then utilize the Grievance Procedure if the Complaint Procedure proves unsatisfactory. This same procedure should be used to appeal grades or disciplinary findings/sanctions. Students uncertain about the proper channels or process are encouraged to seek assistance and/or advice from the Vice President for Academic Affairs, the Director of Student Life, any academic Department Chair, and/or their faculty advisors during any step of the process.

COMPLAINT PROCEDURE: Step 1

A complaint should be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. The complaint must be made no later than six months after the event. However, if the complaint involves a grade, the complaint must be made to the instructor within the first two weeks of the semester following the assignment of the grade. Every effort will be made to resolve the problem fairly and promptly at this level. If the case involves a faculty member who is no longer employed by the college, the student should go directly to the faculty member’s Department Chair who will contact and represent the former faculty member. Complaints which appeal disciplinary findings/sanctions should be made to the Director of Student Life.

Exception to Step 1: If the complaint by a student involves allegations of sexual harassment or any form of unlawful discrimination, the complaint should be made directly to the Director of Student Life who will complete an in-depth investigation, issue a finding, and attempt to resolve the matter.

COMPLAINT PROCEDURE: Step 2

If the complaint is not resolved satisfactorily at the Step 1 level, the student should address the complaint to the appropriate Department Chair (if a faculty member is involved), or to the Vice
President for Academic Affairs (if a Department Chair or staff member of the college is involved). The complaint must be submitted in writing to the appropriate person as stated above within two weeks of the initial complaint (Step 1). The Department Chair or the Vice President for Academic Affairs, as appropriate, will meet with the student to hear the complaint. The Department Chair or Vice President for Academic Affairs will also arrange to meet with the faculty or staff member to acquire a full understanding of the circumstances of the complaint. The Department Chair or the Vice President for Academic Affairs, as appropriate, will then issue a recommended solution to both the student and the faculty or staff member. This solution will be considered binding unless the student files a formal grievance according to the grievance procedures following below.

GRIEVANCE: Step 3

A student who believes that he or she has not received fair treatment, or who has a complaint about the performance, action, or inaction of a member of the faculty or staff, and believes that he or she has not received appropriate redress through the complaint procedure (Steps 1 and 2) in the preceding section, may file a written grievance with the Vice President for Academic Affairs within two weeks of the resolution of Step 2 in the complaint procedure. The written grievance should clearly state what is considered to be the unreasonable and/or unfair practices and procedures, with as much detail as the student cares to include.

After receipt of the written grievance, and upon ascertaining that the complaint procedure has been exhausted, the Vice President for Academic Affairs shall refer the grievance to a Grievance Committee. This committee, which is appointed as needed by the Vice President for Academic Affairs, shall be composed of a total of three faculty and/or staff members and three students, representing a wide cross-section of academic departments.

Both the student and the faculty or staff are given an opportunity to provide materials to the committee in advance of the scheduled hearing. The purpose of the hearing is to provide the opportunity for the student to present relevant evidence, to challenge adverse evidence, and to have the complaint heard by an impartial committee. Committee members may recuse themselves if they feel their objectivity is subject to question. The grievant may request any committee member recuse himself or herself if the grievant feels a committee member will not view the grievance with sufficient objectivity. The Vice President for Academic Affairs and the Director of Student Life will be present at the hearing in order to ensure equity. While every effort is made to schedule this hearing promptly, semester breaks may require additional time.

The student filing the grievance may be assisted during the hearing by a member of the college community (faculty, staff or student) not trained in the law. The student is encouraged to seek such assistance. While all parties to the grievance are free to consult with and receive advice from attorneys concerning the grievance, no party shall be represented by an attorney at the hearing. The committee may call upon any individuals that it believes may be helpful in resolving the grievance; this list must be provided with other materials prior to the hearing.

The grievant and the person or persons against whom the grievance was filed shall be present during the hearing until such time as the committee is ready to begin deliberations. The student
may withdraw the grievance, with the consent of the other party, at any time prior to the decision of the committee.

After each case has been reviewed, the committee shall write its report. The report will include a statement of the committee’s findings, and, if necessary, recommendations for any corrective action that should be taken. If any disciplinary action is anticipated, the appropriate college disciplinary procedures shall be followed. The report, including the vote and any dissenting statements, shall be sent to the Vice President for Academic Affairs. Except as disclosures are reasonably necessary in the investigation, hearing, and final disposition of a grievance, the grievant, members of the hearing bodies, and others having knowledge of a grievance are expected to preserve the confidentiality of the grievance.

After reviewing the report and the recommendation of the committee, the Vice President for Academic Affairs shall communicate his/her decision to the committee. In any case in which the Vice President for Academic Affairs does not follow the recommendation of the committee, the Vice President for Academic Affairs shall report to the committee his or her reasons for so doing. The Vice President for Academic Affairs shall then promptly notify the student and the other affected persons, in writing, of the final decision. The Vice President for Academic Affairs’ decision is final.
The library at Watkins College of Art, Design & Film is a place for inquiry and inspiration. We strive to maintain a facility that supports the curriculum of our creative institution while also supporting the lifelong learning needs of our community. We meet these goals by providing quality reference services and instructional support, diverse educational materials, a dynamic collection of monographs, DVDs, graphic novels, artist books, an array of subscription databases, and more. The friendly library staff works hard to provide instructional support for both students and faculty as well as reference services upon request.
The library is open Monday – Thursday 9 a.m.–6:00 p.m., Friday 9 a.m. - 5 p.m. The hours are subject to change and students should check the hours posted at the Library for the most accurate information. Up to 10 books may be checked out per a 3 week period; 3 DVDs may be checked out per 1 week period. Some items, are for “in library use only” and cannot be checked out.

Fines do apply when an item is overdue. The fines for books are .10 cents per day; the fines for DVDs are 1.00 dollar per day. Course reserve items can be up to 5.00 per day. If an items is over 4 weeks overdue it is considered lost. Bills for unreturned materials will include the replacement cost of the item plus a processing fee of $40 for in-print materials. For out-of-print materials, a $50 processing fee will be added to the replacement cost. Please keep in mind that many items cost between $50 and $100 to replace, with some titles considerably exceeding this amount. This money can be refunded to you if you find the item within 6 months. Unpaid bills for lost items or fines of $10 or more will result in a hold on your academic record. You will not be able to register, request transcripts, or receive your grades until the bill is paid. Students will be billed for damaged items. Intentionally damaging library property will result in disciplinary action.

Interlibrary loan services are available when a resource is not accessible in the library. Furthermore, Fisk University and Watkins College of Art, Design & Film have agreed to provide library access and borrowing privileges to each institution’s faculty and students. With just a few exceptions, students and faculty from both institutions have essentially the same usage privileges at both library facilities. Access to Fisk computers other than those reserved for the library catalog is not available. Watkins students and faculty simply present a current Watkins student ID at the time of check out. Parking is free in the library parking lot.

Find all the above policies, chat with your library staff, watch an instructional video, or suggest a purchase by visiting our website at www.watkins.edu/library.

BUSINESS OFFICE PAYMENT AND REFUND POLICIES

EXPLANATION OF FEES

The Program/Student Services fee enables the college to provide additional academic and technological experiences and equipment for students of all major areas of study. This fee also helps defray the college’s costs associated with a course that are not covered by tuition. It may cover such things as facility maintenance, purchase and maintenance of equipment, purchase and updating of slides and reference books, updating of software, photocopying of handouts, supplies provided for students, and models. The fee also covers issuance of student ID cards, parking stickers, maintenance and security of parking lots, provides for publications such as this Student Handbook, and supports the activities and projects of the Watkins Student Government Association and sponsored associations.

REFUND POLICY

Watkins College of Art, Design & Film is not responsible for individual circumstances that might prevent a student from completing or continuing a class. The college’s commitment to hold many classes is based on initial enrollment. Registration for classes at Watkins is considered a contract binding the student for the entire semester. Refunds, if awarded, will follow the published schedule accessible through the Business office.
FAILURE TO ATTEND

Students are defined as enrolled if they attend any class session of any course for which they are registered. A student who fails to enroll (registers for courses, but does not attend a single class session for any course) is eligible for a 100% refund of tuition and applicable fees. No other fees are charged and refund deadlines do not apply.

Refunds for enrolled students are determined by the following policies: Program and student services/activity fees are refunded as stated below. All other fees charged by the college are not refundable. Enrollment deposits are not refundable. Adjustments to the rate charged for the program and enrichment/services fees are made only during the refund period if a student drops or adds hours, and only when a different rate calculated by total credit hours would apply. Students who drop all courses during the refund period are eligible to have their enrichment/services fees included in their refund calculations at the percentages specified below according to the date of withdrawal. Students who drop all courses during the refund period should return ID cards and parking decals to the Office of the Registrar.

Students who are suspended or dismissed from the college are due refunds according to the regular refund policy and dates.

The term refund refers to the recalculation of the total balance due Watkins College of Art, Design & Film by a percentage determined by the date a student drops a class. Refund payments are made only if the amount of money already paid exceeds the newly calculated balance due. Consequently, students who have not paid in full the balance due at the time of registration may still owe a balance after dropping classes. Also, all Watkins grants, scholarships, discounts and other institutional aid are subject to adjustment or cancellation if a student drops courses. In these cases, the student becomes personally responsible for the portion of the balance that is still unpaid or was to be covered by this aid.

REFUNDS

Refunds for registered students are determined by the date a completed drop/add form is received in the Office of the Registrar. The refund schedule is listed on the academic calendar. Refunds are issued by mailed check or bank card credit within two weeks after the drop/add form is submitted to the Office of the Registrar.

AUTHORIZATION TO RELEASE HOLD OR OVERAGES

Financial Aid overages caused by a Parent Plus loan will be issued to the parent, unless a completed and signed Parent Loan Authorization form is on file, authorizing funds to be released to the student.

If an overage is caused by a student loan, funds will be issued to the student. If the student wishes for their overage to be issued to the parent, a Business Office Student Loan Overage form must be completed and signed by the student. If the student wishes for the overage to be held on their account and applied to the next semester, a Business Office Overage form must be completed and signed by the student. Note: overages can only be held on the student account during the same academic year per Federal guidelines.
All forms are available from the Business Office.

TUITION PAYMENT PLAN

A tuition payment plan is an option available to all credit students. Watkins offers a deferred payment plan for tuition. The first installment and all class and other college fees are to be paid at registration. Further information and application brochures are available from the Business Office.

OFFICE OF FINANCIAL AID

The Office of Financial Aid is responsible for the overall administration of the financial aid programs. Its mission is to assist students pursuing a quality visual arts education with financing their educational goals. This mission is accomplished by increasing student awareness of available sources of aid and by providing the most preferable and economical financial options from federal, state, and institutional aid. The financial aid office provides student financial assistance using a fair and consistent process that conforms to guidelines and policies associated with these programs, quality service in a user-friendly environment, and a high standard of knowledge and training in the areas of student financial assistance.

Applying For Financial Aid

Each academic year a student must complete the following requirements:

· Complete the Free Application for Federal Student Aid (FAFSA)
· Enroll as regular student in a degree or eligible certificate program
· Meet eligibility requirements established for federal, state, and institutional aid
· Maintain Satisfactory Academic Progress

Types of Financial Aid

Federal Programs: include Pell Grant and Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, Federal Direct Subsidized and Unsubsidized Loans, and the Federal Direct Parent Loan for Undergraduate Students

Other Aid Programs: Veterans Educational Benefits and Yellow Ribbon Matching program (See Registrar section for more details)

Non-federal: Private and alternative loans

State Programs: TN Student Assistance Awards, TN HOPE Scholarships and HOPE Access, Dual Enrollment, Foster Child Tuition and Helping Heroes Grants, Dependent Children and Ned McWherter Scholarships

Other State Programs: Vocational Rehabilitation Assistance

Institutional Programs include:

· Grants: Watkins Grant
· Scholarships: Institutional Merit-based, Academic and Departmental Scholarships
· Student Employment: Institutional work program (scholarships and student employment require additional information and/or separate application).
Receiving Outside and Additional Sources of Aid
Students receiving assistance from outside and/or additional resources are required to report any such funding to the Office of Financial Aid in order to coordinate these funds with other aid received.

Mid-Year Transfer and Transfer Students
The National Student Loan Database (NSLDS) will be used to evaluate, monitor and update information on mid-year and transfer students applying for student aid at Watkins.

Satisfactory Academic Progress (SAP) for Financial Aid
This policy is established for students receiving student aid assistance from Federal Title IV, State and other aid programs that require satisfactory academic progress (SAP) monitoring. SAP rules apply even during periods when the student did not receive student aid funding. Generally, a student who is not meeting SAP requirements is ineligible for funding from these programs.

General SAP Requirements:
Must achieve a 2.0 cumulative grade point average
Must earn a cumulative total of 67% of all attempted hours each semester
Meet the academic standards required for graduation within a time frame not to exceed 150% of the time normally expected to complete a degree or certificate program. Please refer to the chart below for time limitations given for each degree type.

Time Limitations

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>PROGRAM</th>
<th>CREDIT HOURS REQUIRED</th>
<th>MAXIMUM ATTEMPTED CREDIT HOURS ALLOWED (150%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFA FILM</td>
<td>120</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>BFA FINE ARTS</td>
<td>120</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>BFA GRAPHIC DESIGN</td>
<td>120</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>BFA INTERIOR DESIGN</td>
<td>120</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>BFA PHOTOGRAPHY</td>
<td>120</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE FILM</td>
<td>45</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE (non-degree) INTERIOR DESIGN</td>
<td>24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Students who reach the 150% timeframe will not qualify for student aid.
Procedures for Measuring SAP

SAP is measured at the end of each semester using the quantitative and qualitative methods to ensure compliance. Students attending summer semester will be evaluated at the end of term.

Qualitative Requirement - Cumulative Grade Point Average
Students are expected to achieve the minimum CUMULATIVE GPA as listed below.
- Undergraduate Students: 2.00 GPA
- Certificate Students: 2:00 GPA

Quantitative Requirement - Completion Rate
Students are expected to successfully complete at least 67% of all attempted credit hours enrolled for each semester at Watkins. Failed courses (F), courses never attended or stopped attendance (FN), Incompletes (I), withdrawals (W), repeated courses (R) are included in this assessment.

Transfer Credits Measured by SAP
Transfer credits that are accepted towards the completion of a student’s degree or certificate program will count as attempted and earned hours completed.

Change of Majors
All attempted and earned hours obtained prior to a change of major will count toward the maximum timeframe allowed to complete degree requirements and receive aid.

Financial Aid Warning
This status allows a student who has failed to meet the general SAP requirements an opportunity to receive aid for one semester. The student will be re-evaluated at the end of that period to determine if reasonable improvement towards regaining SAP compliance has been made. The maximum number of warnings a student may receive over a four year period is three (3) non-consecutive times. FA warnings are not assigned to students with no passing grades (i.e. all F’s, combination of F’s, I, W’s, etc) **Note:** Students who reach the third (3rd) warning are required submit an appeals and an academic plan for consideration of reinstatement of aid eligibility. Failure to regain compliance will cause a student to be placed on Financial Aid Probation.

Financial Aid Probation
Students who fail to meet the general SAP requirements or not eligible for a Financial Aid Warning will not qualify for student aid. However, a student may submit a written appeal on the basis of an extenuating circumstance in an effort to regain eligibility. Extenuating circumstances are situations beyond the student’s control that may have contributed to the non-compliance with the SAP policy. Such circumstances are student injury or illness, death, injury or serious illness of immediate family member, etc. All extenuating circumstances must be well documented and verifiable.

SAP Appeals Process
Students who wish to appeal, must submit a completed Financial Aid Satisfactory Academic Progress (FSAP) appeal request, documentation supporting the extenuating circumstance and a plan of action of how SAP requirements will be met in future terms. The appeals form can be obtained from the Office of Financial Aid.

The appeals form and documentation must be returned to the Office of Financial Aid for review by the Satisfactory Academic Progress Committee by July 1 (Fall), and November 1 (Spring). Decisions on appeals will be mailed to students within (10) business days after review. All decisions are FINAL.

Summer Appeals

Students enrolled during summer and fail to regain SAP eligibility at the end of the term may submit an appeal by August 1, in order to be considered for fall.

Reinstatement Of Eligibility

An approved appeal places a student on financial aid probation and allows them to receive student aid for one payment period after the appeal. During this probation period, the student must work to regain compliance with the SAP requirements for continued aid eligibility. Failure to regain SAP requirements will cause a student to lose eligibility for student aid again. At that time, a student must submit a new appeal for a financial aid probation and/or academic plan of action, which reflects how he or she plans to regain compliance with the SAP policy.

Loss of Eligibility

If a student is ineligible for student aid based on a denied appeal or failure to appeal, all Title IV and other aid governed by this policy will be suspended until eligibility is reestablished. Suspension of financial aid does not mean that a student may not enroll at Watkins College as a paying student as long as the academic requirements for enrollment are met as described in the College catalog. Once requirements have been met, the student may appeal reinstatement of student aid eligibility consideration. At that time, the student’s academic appeals and progress will be assessed for consideration of reinstatement. Note: Only classes taken at Watkins will be considered for reinstatement of student aid when a student loses or becomes ineligible based on their academic progress.

Academic Dismissals

Students who have been academically dismissed will automatically become ineligible for student aid. Requirements for the College must be met FIRST and then a student can submit a documented appeal to be reconsidered for student aid eligibility.

Withdrawals and Refund Policies

Students who withdraw officially or unofficially are subjected to two refund policies governing the student aid programs. The federal Return of Title IV Funds (R2T4F) policy governs federal and some state aid programs. The Institutional Refund policy governs all students whether they are student aid recipients or paying from their own resources. Students are responsible for informing the Office of Financial of their intent to withdraw and for finding out how these types of withdrawals will affect their student aid and continued eligibility.
Official Withdrawal

Student aid recipients who wish to withdraw prior to the end of the semester should report to the Registrar’s Office to obtain and initiate a withdrawal request. Upon completing the requirements for properly withdrawing from the College, a copy of the official withdrawal request will be forwarded to the Office of Financial Aid for further processing. TN HOPE SCHOLARSHIP students are required to seek approval to change enrollment status if the change occurs after the first (1st) day of class. Enrollment changes can only be approved for a documented medical or personal reason(s). Requests to change enrollment should be submitted to the Director of Financial Aid either on the day of the change of enrollment or no later than thirty (30) days following the end of the term.

Unofficial Withdrawal

Financial aid recipients who leave the College and fail to either complete the proper withdrawal process or notify the appropriate college officials, or who have been identified as a non-attending student, are considered to have made an unofficial withdrawal. NOTE: TN HOPE Scholarship recipients who unofficially withdraw are terminated from the program with no opportunity to regain scholarship.

Refund Policy

Federal R2T4F Policy require that class attendance be monitored through the ninth week (60%) of each semester of enrollment in order to determine if all funds disbursed were earned by the student. Students who attend and complete more than 60% of the semester and withdraws are considered to have earned all aid received. Earned aid is contingent upon the number of days a student attends. If a student withdraws from the College prior to the 60% point in time, a R2T4F formula is used to determine the amount of unearned aid that must be returned to the federal and/or state aid program(s) and the responsible party that is required to make the return (Watkins and/or the student). This formula applies even if student aid has been applied to outstanding charges and/or refunded to the student.

Example: If a student completes 30% of the semester and withdraws, he or she has earned 30% of the student aid that was originally awarded. The unearned aid must be returned to the federal programs by either the College and/or the student.

Institutional Refund Policy applies to all students enrolled at the College and monitors attendance ten (10) business days from the first day of class. Withdrawals during this time period are subject to a proration of institutional charges.

NOTE: Student aid will be prorated based on the students’ enrollment changes or withdrawal from the College prior to applying the refund calculations.

Example: Student withdraws from the College during the 50% refund period. The total original charges were $5000 and the student paid $2000 from their own resources and had $3000 in student aid applied to these charges. As a result of the institutional refund policy the student’s new charges are $2500; the federal refund calculation allows $1500 of the student’s federal aid to be retained by the school and since this student paid from their own resources ($2000), he or she will have a credit balance because he has paid more than the charges and thereby is eligible for a $1000
refund of the amount he originally paid. Note: In other cases where the federal and institutional refund policies are applied, a student may or may not qualify for a refund but may owe a balance.

In both instances, students are notified, in writing, of the results of these calculations and their obligations either to the College and/or student aid programs. Students are encouraged to contact the Office of Financial Aid for more detailed information regarding withdrawals and refund calculations.

Unearned aid will be returned in the following order:
1. Federal Direct Unsubsidized
2. Federal Direct Subsidized
3. Federal Direct Parent (PLUS)
4. Federal PELL Grant
5. Federal SEOG Grant
6. Other Title IV aid programs
7. State Aid, as required

Loan Entrance and Exit Interviews

Loan Entrance Interviews are required for all first time borrowers of the student loan program. Its purpose is to inform students of their rights and responsibilities associated with borrowing from the federal student loan program.

Loan Exit Interviews are required for students who graduate, transfer, withdraw or drop below half-time status at the College. Its purpose is to inform students of their loan obligations and to provide information relevant to successful loan repayment.

Both are mandatory federal requirements.

New Student Orientation

During the summer, all new students will receive a NEW STUDENT ORIENTATION package to formally introduce students and families to the processes, departments, and other important information that will be helpful in the transition to college life. Student Financial information will be included in this package as well. A mandatory Student Financial Services session will be held during orientation for students and/or families to address any information, concerns or questions included in this packet. Please keep this information in your records for future reference.

Student Financial Aid Rights and Responsibilities

Student Right to Know:
- Types of financial aid programs available at Watkins;
- Financial Aid Deadlines for applying for student aid and the application requirements;
- How student aid eligibility is determined, packaged, and communicated to student applicants;
- The estimated nine-month cost of attendance which is used for awarding student aid
- The methodology used to determine students’ eligibility for need and non-need based aid;
- Percentage of need met by student aid programs;
The Institutional Refund and Federal Refund policies;
- Types of aid awarded with descriptions and criteria for each type;
- How to repay a federal loan at any time with no prepayment penalties;
- Student loan repayment, deferment, forbearance, and cancellation options;
- How to access his/her student loan history;
- How Satisfactory Academic Progress (SAP) is measured, monitored, and the consequences of failing to meet SAP as well as the appeals process.

**Student Responsibilities:**
- Complete all required or requested applications and documents by established aid deadlines.
- Complete a DIRECT LOAN ENTRANCE session and a MASTER PROMISSORY NOTE if borrowing for the first time and prior to disbursement of funds.
- Complete a FINANCIAL AID AWARENESS session, if you have previously borrowed at Watkins or from a previous College
- Complete a DIRECT LOAN EXIT session upon graduation, withdrawal from the College or for enrollment status of less than half-time.
- Provide accurate information on all financial aid forms. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense, indictable under US Criminal Code. The student must, without exception, report any of the following changes at once to the Office of Financial Aid, lender, or servicing agency: withdrawal from school; transfer to another school; reduction to less than half-time status; change in name; change in address or parents’ address; Military, Peace Corps, or VISTA enlistment.
- Carefully read and review their financial aid award letters before signing and returning to the Aid Office.
- Make an effort to comply with all financial aid requests for additional information or documents within a reasonable timeframe not later than deadline stated on the request for information letter.
- Read and understand all forms before signing and keep copies for personal records.
- Comply with all rights and responsibilities governing the student loan borrower.
- Comply with all guidelines and requirements established for all federal, state, and institutional aid programs.

**VETERANS AFFAIRS EDUCATION BENEFITS – BUSINESS OFFICE**

The Veterans Affairs (VA) Education Benefits are coordinated with the certifying officials in the Office of the Registrar. Watkins degree and certificate programs are approved for veteran’s education by the Tennessee State Approving Agency for the training of veterans and their eligible dependents.

Watkins certifies enrollment and changes in enrollment of eligible students to the Veterans Affairs (VA). The process begins by completing and submitting an application online. Go to [www.gibill.va.gov](http://www.gibill.va.gov), select “Apply for Benefits”. All decisions pertaining to benefit eligibility and payment are made by the Department of Veterans Affairs. Please direct all questions to the Department of Veterans Affairs at (888) 442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov).

The VA will mail a Certificate of Eligibility (COE) disclosing the Chapter and level of benefits. Please bring a copy of the COE along with the following documents to the Office of the Registrar.
1. DD-214 - A copy of a discharge Form, Member 4 copy.
2. Certificate of Eligibility (COE)
3. A copy of online VA form 22-1990 (VA form 22-5490 for Chapter 35)
4. VA Form 22-1995 (Request for Change of Program or Place of Training)
5. Application for VA benefits
6. VA Certification Request Form

It is mandatory for veterans to disclose all enrollments in other postsecondary institutions prior to the first semester of enrollment at Watkins. Certification of enrollment is processed after the receipt of completed forms and after the College’s Drop/Add period ends. The Veterans Administration (VA) requests that students do their own inquiries. The student is responsible for asking questions and submitting an inquiry to the VA about the status of their application and eligibility of benefits. Watkins does not submit inquiries on behalf of the student.

**Post 9/11 and Yellow Ribbon**

Watkins College of Art, Design & Film is participating in the Yellow Ribbon Program by the United States Department of Veterans Affairs. This program provides additional tuition waiver to veterans who are eligible to receive 100% benefits under the Post 9/11 GI Bill. Watkins has committed to provide assistance to the first 15 qualified students on a first-come-first-served basis, regardless of the rate at which the individual is pursuing training (i.e., full-time versus less-than-full-time) during the academic year.

In the event a student fails to enroll in a standard semester session, eligibility is forfeited to the next eligible candidate. An individual who loses eligibility is placed at the end of the list of eligible candidates. If a student drops out for a standard semester, her or his name is removed from the list of eligible candidates. If an eligible student returns to Watkins her or his name will be placed at the end of the wait list. The Yellow Ribbon Program benefit is renewable each academic year to students who maintain good academic standing and continuous enrollments at the College.

**OFFICE OF THE REGISTRAR**

The Registrar is responsible for the management and security of academic records. Registrar services include registration; transcript requests; transfer evaluations; enrollment certifications; issuing grade reports; changes of program of studies, major or credit status; schedule changes; withdrawals; classroom assignments; textbook ordering and awarding of degrees.

**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT, ANNUAL NOTICE TO STUDENTS**

Watkins College of Art, Design & Film adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. This Act protects the privacy of education records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate and misleading statements. For this reason, a student requesting and/or retrieving documents from the Office of the Registrar must provide his or her Watkins ID, along with a Photo ID, before requests will be completed.
It is Watkins policy that no personally identifiable information from the educational record will be released without prior written consent of the student, except for that information designated in this policy as Directory Information, and such personally identifiable information which may be disclosed under the circumstances allowed under the Act and Regulations passed pursuant to the Act.

Each academic year Watkins College of Art, Design & Film publishes a Student Directory inclusive of some of the directory information listed below. Any student seeking to have her or his information excluded from this document has the right to request that directory information be withheld and must file a Student Directory Information Release form and a Parental Release form with the Registrar each academic year by the close of the Fall registration period.

Watkins College of Art, Design & Film designates the following as Directory Information:

- The student’s name
- Address and telephone listing
- Email address
- Program of study
- Class status (freshman, sophomore, etc.)
- Current registration status (present enrollment and attempted hours)
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized activities
- The student’s name
- Address and telephone listing
- Email address
- Program of study
- Class status (freshman, sophomore, etc.)
- Current registration status (present enrollment and attempted hours)
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized activities and organizations
- The most recent previous educational agency or institution attended.

A currently enrolled student has the right to request that any or all of the above Directory Information should not be released without his or her prior consent. Students who wish to restrict the release of this information must make a written request to the Office of the Registrar. This request may be filed at any time; however, no liability shall be assumed by the college for information stated above that may have been released prior to the date the request is filed. Watkins assumes that failure of the part of any student to specifically request withholding “Directory Information” is an indication of approval of disclosure. Disclosure of directory information is subject to change as new rulings are published.

A student has the right to request amendment of his or her educational record to insure that the record information is not inaccurate, misleading, or in violation of a student’s privacy rights. The procedure to seek amendment of a student’s educational record is as follows: A written request must be submitted to the Registrar stating the reason a student seeks to amend his or her
educational record with any supporting documentation attached to the request. The Registrar will issue a decision in response to the student’s request. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to file a complaint with the United States Department of Education concerning the alleged failures by Watkins College of Art, Design & Film to comply with the requirements of the Family Educational Rights and Privacy Act. Complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, Washington, DC.

ACCESS TO STUDENT RECORDS

Student files are maintained in the Office of the Registrar. These files are complete and permanent records for each student and are confidential. Students wishing to gain access to their educational records must file a written request with the Registrar. As a general policy, non-directory information, including grades, will not be released to parents or legal guardians, regardless of the level of financial support, without the student’s written consent.

Educational records will not be released to students until all financial obligations to the college are fulfilled. Students have the right only to inspect and review their records if they have outstanding financial obligations to the college. Copies of documents from other institutions will not be released if they are obtainable from the original source.

The following personnel are granted access to educational records without prior written consent of the student as a matter of routine and for legitimate educational purposes: the Registrar, the Director of Admissions, the Director of Financial Aid, the Business Manager (or any agents of the above), and the Academic Advisors. In addition, access without prior written consent of the student is given to the President of the College, the Vice President for Academic Affairs, the Director of Student Life, and the academic Department Chairs (and any of their agents). The Registrar provides oversight of any access to student files is to be sure that all regulations regarding student privacy are adhered to. Student educational records are made available to the above designated persons in furtherance of the legitimate educational purposes of record maintenance, evaluation and advising, financial aid evaluation, review for disciplinary and academic action, and billing. Government agencies with Right to Know can also have access. (for example, Sallie Mae).

REGISTRATION

Registration periods are held prior to the start of each term. After this registration period, rolling registration provides students an unlimited opportunity to register before the next term begins. A schedule of courses is published on the Watkins website prior to each registration period that details registration times, instructions, and a specific listing of all course offerings. Students should consult the course schedule for specific registration dates and requirements. Class registration is
completed on-line through the Empower student web using a student pin number which is given by the academic advisor.

Students register by classification; therefore, those students with more earned hours are permitted to register first. Freshmen: 0-29 credit hours, Sophomores 30-59 credit hours, Juniors 60-89 credit hours, Seniors 90-120 credit hours. Specific registration dates are determined according to this policy and students are made aware during advising periods of their scheduled appointments. Students are required to complete all of the registration steps; other representatives will not be allowed to complete the process for the student. Registrations are not accepted by fax, phone, mail, or email.

No student or other person may attend a class unless he or she has registered and paid for that class. Students with a balance due from any previous semester must pay this balance in full before registering for any subsequent semester. Students not completing payment obligations by the end of their scheduled registration will be purged from courses and may have to register for classes again pending availability.

LATE REGISTRATION

Students who do not register during the scheduled registration week are provided with another opportunity to register during late registration. This period starts after the advising/registration week and at the start of each term. Those students who register during the late registration period will be charged a $55.00 fee. Registering late may limit class availability.

ACADEMIC ADVISING

*Please note: all academic information is provided as a convenience. For full information on academic policies and procedures, please see your catalog of entry.*

ACADEMIC ADVISORS

Each entering student is assigned an academic advisor. Students are assigned to faculty members in their selected major area of study. Although students assume the primary responsibility for the selection of courses that meet all academic requirements for the degree, the faculty advisor monitors academic progress and helps each student determine a plan for completing academic goals in a timely manner. Students are cautioned against seeking or accepting academic advising from other members of the college community. Only full-time Faculty, Department Chairs, and the Vice President for Academic Affairs are qualified and authorized to provide academic advising.

Students are responsible for maintaining regular contact with their advisors in order to stay up to date on changing course offerings and academic regulations. Academic advisors at Watkins are careful to provide accurate information, but since most contact between student and advisor is verbal rather than written and thus is not a matter of record, it cannot be the advisor’s responsibility to protect the student against misunderstandings of college regulations and policies.
It is essential that students familiarize themselves personally with the academic requirements of the program and the degree they are seeking as well as all college policies as written in this handbook. The college is not responsible for any errors of interpretation by advisors or students. The academic advisor must approve the course schedule before a student may register. Advisement week is held concurrent with each registration period. Students must make individual appointments with their respective advisors for student advising pin number, consultation, schedule approval and completion of the registration process. Advisors must also approve Drop/Adds and Withdrawals.

PREREQUISITES

Students are required to take courses in established prerequisite order. Students attempting to register for academic courses for which the prerequisite requirements have not been fulfilled will not be allowed to register for those courses. Students should consult the current schedule of course descriptions and the prerequisite listings in effect for the semester in which registration is intended, which can be found in the schedule and/or catalog located on the Watkins Website.

DROP/ADD PERIOD

Students are permitted to make changes to their registration during the designated drop/add period. Students who wish to add must have the approval from his/her advisor AND from the class instructor. The signed approval form must be submitted to the Office of the Registrar. Thus, the decision to permit registration is dependent upon the judgment of the advisor and the instructor, and must take into consideration the consequences of allowing the student to enter a class after it has already met for one, two, or more sessions.

Any student who wishes to drop a class must complete a drop/add form and obtain the signed approval of his/her advisor. Dropped courses do not appear on the student’s transcript. Refunds for enrolled students for dropped classes are prorated based on a percentage according to the date the request is received by the Registrar. The refund schedule is provided in the academic calendar printed at the beginning of this handbook and throughout the calendar itself.

WITHDRAWAL PERIOD

The withdrawal period begins at the third week of class. After the end of the drop/add (refund) period, any student who wishes to withdraw from a class must submit a withdrawal form to the Registrar. No refunds will be given. The last date to withdraw from classes is the beginning of the twelfth week of the fall and spring semesters, the second week of the Maymester term, and the sixth week of the Summer term. Students withdrawing from courses receive a grade of “W” for each course withdrawn, which appears on the transcript record.

GRADUATION

In order to graduate, a student must meet all curriculum requirements for each degree or certificate to be earned and complete all credit hours as required with a minimum 2.0 GPA overall and a minimum 2.0 GPA in the major area of study. All students, including transfer students, must
meet residency requirements at Watkins College of Art, Design & Film as specified according to the program and degree. A student who is nearing completion of degree or certificate requirements must file an Application for Degree form with the Registrar by the semester prior to program completion (dates listed in the calendar). A student may elect to file for graduation in advance. Any student who files but fails to complete requirements during the specified term must re-file.

The Graduation Fee of $85.00 is a one-time, non-refundable fee that is paid when a student applies to graduate. The fee applies to all students regardless of whether he/she intends to participate in the commencement ceremony. A Late Graduation Fee of $15.00 is charged in addition to the normal $85.00 graduation fee if a student files after the application deadline.

Diplomas will not be released to graduates with an account balance. Students should make sure all fees, including the Graduation Fee, are paid prior to leaving the College. Also, all Financial Aid obligations must be cleared. Graduation fees and late fees are non-refundable and subject to change without notice.

Graduate exit interviews must be completed by each graduating senior with the Career Services Coordinator.

**PARTICIPATION IN SPRING COMMENCEMENT FOR PROSPECTIVE SUMMER GRADS**

Students planning to complete their degree requirements at the end of the Summer semester may participate in the college’s May commencement ceremony provided that the following requirements are met:

The student must complete the **Intent to Graduate** form.

- The student must obtain an **Application to Participate in Commencement** form from the Registrar, complete it with the appropriate approvals, and return it to the Registrar by posted dates.
- The student must be registered for and have paid for the final coursework during summer early registration in the spring semester. No more than 3 credit hours may be outstanding. These hours must be completed in accordance with college residency requirements.
- All coursework, internships and degree requirements must be scheduled for completion by the end of the summer semester.
- Participation is allowed with the understanding that summer graduates do not receive a diploma until degree completion.

*It is the responsibility of each student to become familiar with the requirements for his or her major or program of studies as specified in the catalog under which the student was admitted and to be sure that all such requirements are met. Failure to be aware of a requirement does not excuse a student from completing it.*

**TRANSCRIPTS**

Copies of transcripts are produced upon the student’s written request. An official transcript contains both College’s official seal and the College Registrar’s signature. This is the document that
is sent to current and prospective employers or to other colleges, universities, or professional schools you are applying or transferring to. You can request that an official transcript be issued to you, but it will be stamped “Issued to Student.”

Transcripts will not be furnished unless all financial obligations to the college have been met. Requests for transcripts must be made in writing. The fee is $5.00 for all transcripts and must be paid prior to the transcript request being processed. Transcript requests are processed strictly in the order in which they are received and are completed within two weeks of the request. If desired, a student can obtain a next-day transcript by submitting a written request along with a premium fee of $25.00. This option is only available for students who have attended since 2001.

GRADE REPORTS

Grades can be viewed and printed online via Empower. They are not released to a third party such as a parent (if the student is over eighteen) without the student’s written permission nor are grades released to anyone (including the student) over the phone or by email.

Students who believe a grade was assigned or recorded incorrectly may appeal that grade in writing to the Vice President for Academic Affairs. All grades not challenged become permanent at the end of six months from the last day of the semester. Students should refer to the Grade Appeal policy.

ADDRESS CHANGES

Students are responsible for assuring that accurate demographic information is on file. Providing correct and updated address information insures that students receive important communications and special announcements that are mailed periodically. All demographic changes should be submitted in writing to the Office of the Registrar. New out-of-state students should provide a Nashville address and telephone number as soon as possible if not provided at registration.

NAME CHANGES

All requests for name changes must be presented to the Office of the Registrar with legal documentation to verify the requested change.

CHANGE OF PROGRAM, MAJOR, or CONCENTRATION

A student may change his or her program of study major, or concentration after enrolling at Watkins.

The request must be made by the student in writing by submitting the appropriate Program of Study Declaration or Change of Program Form to the Office of the Registrar. It is the student’s responsibility to complete any change in a timely manner so that records, transfer credits, and advising can be maintained correctly by the college.
**Note:** Filing an application to change programs or majors does not guarantee acceptance into the program of choice. An application may be rejected based on several factors including, but not limited to, academic or disciplinary probation and anticipated student success in the respective program based on student skills and interests compared to program curricular goals and departmental student learning outcomes.

**CHANGING FROM THE BA TO BFA**

Since the admissions requirements for the Bachelor of Fine Arts degree programs of the college are substantially different from those for the Bachelor of Arts program, any BA student wishing to transfer to a BFA program of study must first be admitted to the BFA program. Instructions for completing this process and the necessary forms can be obtained from the Office of the Registrar or from the Director of the Bachelor of Arts Degree Program. Students wishing to make this transfer are encouraged to seek the advice and guidance of an academic advisor who is a faculty member assigned to the intended BFA program. The Director of the Bachelor of Arts Degree Program will assist students with initiating and completing this process. There is a $25 Program Change Fee.

**CHANGE OF ADVISOR**

Students are permitted to change their academic advisor assignment; however, they must select an advisor within their major department. To complete this transition, students must obtain the Request for Change of Academic Advisor form from the Office of the Registrar, obtain all required signatures and return the completed form to the Registrar. Changes cannot be processed until all signatures are obtained.

**VETERANS AFFAIRS (VA) BENEFITS**

Watkins College of Art, Design & Film’s Degree and Certificate Programs are approved for veteran’s education by the Tennessee State Approving Agency for the training of veterans and their eligible dependents. VA educational benefits are coordinated by the campus Certifying Officials located in the Office of the Registrar.

**ACADEMIC POLICIES AND PROCEDURES**

Students are responsible for understanding the academic policies and procedures of the college, the full text of which are included in the 2015-2016 catalog which can be found on the Watkins website. If you have any questions after reading this information, please contact the Registrar.

**ACCREDITATIONS AND AFFILIATIONS**

Watkins College of Art, Design & Film is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award the Bachelor of Fine Arts degree, the Bachelor of Arts degree, and the Certificate in Film and the Certificate in Interior Design. Contact the Commission on
Watkins College of Art, Design & Film is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). Information regarding NASAD standards may be obtained from the National Association of Schools of Art and Design, 11250 Roger Bacon Drive, Suite 21, Reston Virginia 20190-5248; by telephone at (703) 437-0700; or online at http://nasad.arts-accredit.org.

The Bachelor of Fine Arts degree in Interior Design is additionally accredited by the Council for Interior Design Accreditation (CIDA), formerly known as the Foundation for Interior Design Education Research (FIDER). Information regarding CIDA standards may be obtained from the Council for Interior Design Accreditation, 146 Monroe Center NW, Suite 13118, Grand Rapids Michigan, 49503; by telephone at (616) 458-0400; or online at http://www.accredit-id.org.

Watkins College of Art, Design & Film is a member of the Association of Independent Colleges of Art and Design (AICAD), 236 Hope St., Providence Rhode Island, 02906, (401) 270-5991, http://www.aicad.org.


Watkins College of Art, Design & Film has been designated as a major cultural institution by local and state arts agencies and receives funding from the National Endowment for the Arts (NEA), the Tennessee Arts Commission (TAC), the Metro Nashville Arts Commission (MNAC), Humanities Tennessee, the Frist Foundation, the Memorial Foundation, the Community Foundation of Middle Tennessee, and the Louie M. and Betty M. Philips Foundation.

Watkins is authorized to offer undergraduate college degrees by the Tennessee Higher Education Commission (THEC). Held in trust by the State of Tennessee, Watkins is also the recipient of direct state funding through periodic acts of the General Assembly of Tennessee.

**PROGRAM OF STUDIES PLAN**

A detailed plan of the courses required for completion of a degree and major should be developed by each student in close consultation with the assigned academic advisor. The importance of the study plan is to ensure that a coherent sequence of courses including all of the appropriate academic requirements leading to graduation is followed. As programs are improved, the plan of study may change. Continued communication with faculty advisors ensures a student will stay on track with the program requirements. It is essential that this plan be reviewed periodically with the faculty advisor because the advisor’s informal approval of the study plan does not constitute a contract obligating the college to confer a degree. It remains at all times the student’s responsibility to see that all applicable requirements are met. In order to avoid errors, the student is advised to keep a careful record using the applicable plan of study worksheet of all college work,
showing courses completed, courses in progress, when courses remaining to be taken will be completed and the intended date of graduation. Students are cautioned to be sure that their courses are planned in appropriate sequence, with needed prerequisite courses planned for completion prior to enrolling in advanced courses. The plan of study for each degree can be found in the catalog.

**CATALOG OF ENTRY**

Students must adhere to the catalog program requirements in existence at the time of their admission to degree-seeking status. However, they may elect to obtain their degree under the requirements of any subsequent catalog after consultation with the Department Chair of their program and notification of the Registrar by completing a *Change of Program* form.

Permission for any variance to catalog program requirements must be approved first by the advisor, then the department chair. Final authority for approval or disapproval is made by the Vice President for Academic Affairs. Decisions by the Vice President for Academic Affairs concerning variations from degree requirements, course order, or other academic policies will not set a precedent for any other individual consideration or circumstance.

**GRADING SYSTEM**

The following grade codes are used to record a student’s performance in any class: Credit students are given letter grades A-F, I (Incomplete), W (Official Withdrawal), FN (Failure Due to Non-Attendance – absent from more than three weeks of class). Non-credit students are given P (met minimum course requirements), F (did not meet minimum course requirements) or W.

<table>
<thead>
<tr>
<th>Letter grades</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior work 4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>Above average work 3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>Average 2.000</td>
</tr>
<tr>
<td>C-</td>
<td>Minimum passing grade for major 1.667</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>Passing, (except in major) but below average 1.000</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
</tr>
<tr>
<td>F</td>
<td>Failing 0.000</td>
</tr>
<tr>
<td>FN</td>
<td>Failure due to non-attendance 0.000</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
</tr>
</tbody>
</table>
T  Transfer
P  Passing Credit for Transfer, Non-Credit, or Portfolio Review
R  Course has been repeated
N  Not Yet Reported – Grade will be replaced with the actual grade once it has been reported.

Grade point averages are calculated using quality points and credit hours, with the cumulative GPA to be truncated if necessary for a maximum GPA of 4.00. Grades of I, W, T, P, R, and N are not included in this calculation. Satisfactory academic progress is calculated using all attempted credit hours, excluding courses dropped during the refund period.

Grades below a C- do not count toward fulfillment of program requirements for the student’s major area of study. A student with any grade below a C- in the foundation classes or the major area of study is required to repeat the course for a higher grade before credit for the course is applied to the completion of degree requirements.

**GRADE APPEAL**

A student has the right to appeal any grade given to her or him. In making an appeal, the student should follow the grievance procedures (Step 1 and 2) as outlined in this handbook. Appeals may only be made for the following reasons:

- The student believes that she/he met grade expectations as given by the Instructor in the course syllabus and class discussions; and/or
- The student believes that she/he received unfair treatment during the course of the semester.

Grading is an important prerogative of the Instructor and neither the Department Chair nor the Vice President for Academic Affairs will question an instructor’s judgment regarding the performance and quality of the student’s work. Appeals based on questioning the instructor’s evaluation will not be considered.

**DEAN’S LIST**

At the end of each semester, the Dean’s List of Honor Students is published. Eligibility is based on a grade point average of 3.5 or better with no grade below C. The Dean’s List will include all students who receive the designated GPA for the semester without regard to number of hours enrolled and without regard to BA, BFA, or Certificate Programs. The Summer Dean’s List is based on a minimum 6 credit hour load.

Latin or Academic Honors at Graduation will be based on the designated cumulative GPA without regard to BA, BFA, or Certificate Programs.

Three academic distinctions are awarded to graduating students. This honor is recognized at graduation and appears on the student’s official transcript.
• Summa Cum Laude is awarded to candidates whose cumulative grade point average is 3.90 or higher.
• Magna Cum Laude is awarded to candidates whose cumulative grade point average is 3.70-3.89.
• Cum Laude is awarded to candidates whose cumulative grade point average is 3.50-3.69.

All financial and other obligations to the college must be met before a degree is awarded. The applicable degree will not be granted and a diploma and transcript will not be released if a student has any outstanding balance.

ACADEMIC PROBATION

A student is placed on Academic Probation if she/he earns less than a 2.0 grade point average in a semester (GPAs are calculated excluding Incomplete grades), or the student’s earned hours (cumulative credit hours for all courses completed) divided by all attempted hours is less than 67%. (All attempted hours includes all failing grades, repeated grades, drops with less than a 100% refund, withdrawals, changes to non-credit, etc).

REMOVAL FROM ACADEMIC PROBATION

A student who is on academic probation for any semester is removed from probationary status if his or her cumulative GPA is brought up to or above 2.0 in the following semester of enrollment. Students who make a 2.0 in their probationary semester, but who do not raise their cumulative GPA up to a 2.0 will remain on academic probation for up to two semesters. After two semesters the student is subject to academic dismissal. Please see your catalog for detailed information.

ACADEMIC DISMISSAL

A student is held on academic probation with no consequence for one semester. If the student continues on probation for two consecutive semesters and his or her cumulative GPA remains below 2.0, the student may be subject to dismissal from the college. After completion of one half of a student’s program of studies, if his or her cumulative GPA is not 2.0 or better, the student is dismissed from the College. In some cases a student may be dismissed after one semester of work; such a dismissal is at the discretion of the Vice President for Academic Affairs when the level of work is determined to be inadequate for successful completion of the program. Please see your catalog for detailed information.

APPEALING ACADEMIC DISMISSAL

Students have the right to submit a written appeal to the Vice President for Academic Affairs within 15 days of academic dismissal. An Appeal Committee comprised of your advisor, department chair, and director of Student Life is appointed by the Vice President for Academic Affairs to reconsider the decision for dismissal. The Appeal Committee will make a recommendation for a final decision.
to the Vice President for Academic Affairs. The Vice President for Academic Affairs’ decision based on the recommendation from the committee is final and binding for the college.

**TIME LIMITS FOR COMPLETING ACADEMIC PROGRAMS**

Students who have not completed a degree or certificate program within the allotted and required number of academic semesters or terms may request an extension. The request should be made in person to the Department Chair of the student’s academic program. After consultation with the student, the Department Chair may determine to recommend that the request be approved or denied. A recommendation for approval should be based on the chair’s conclusion that the student has a good-faith intent to complete the program and has a reasonable chance of doing so within a specific and limited number of semesters. If approval of the request is recommended, the Department Chair should forward his or her recommendation in writing or by email to the Vice President for Academic Affairs who has final authority for approval. If the request is approved, the Vice President should forward his or her approval to the Office of the Registrar with copies to the Director of Financial Aid, to the appropriate Department Chair, and to the student who submitted the request. The extension should specify the expected date when the student intends to complete his or her program. The Department Chair and the Vice President for Academic Affairs may also attach any conditions to the extension that they deem appropriate. Approval of the extension does not supersede any federal guidelines used to measure a student’s progress in order to determine eligibility for federal financial aid. In all cases, the Office of Financial Aid must determine remaining or additional eligibility for financial aid.

**SATISFACTORY ACADEMIC PROGRESS**

In addition to determinations of Dean’s List and Academic Probation, which are based on GPA calculations, the college requires that all students demonstrate that they are making orderly progress toward the completion of a degree or certificate. Satisfactory Academic Progress (SAP) is calculated using the student’s earned hours (cumulative credit hours for all courses completed) divided by all attempted hours (all hours attempted including withdrawals, changes to non-credit, failing grades, repeated grades and courses which do not apply to a student’s stated program of studies, excluding courses dropped during the refund period). This calculation may not be less than 67%. Students whose SAP calculation is less than 67% are placed on academic probation and are subject to academic dismissal. For additional information on calculating SAP, please see your catalog for information on how SAP impacts financial aid eligibility.

**REPEATING A COURSE**

A student who fails a course or receives a low grade may repeat the course to receive a passing or better grade. When a student repeats a course, all attempts will show on the transcript but only the grade earned in the most recent attempt will be the official grade and only that grade will figure into the student’s GPA.
Repeated course hours are used to calculate Satisfactory Academic Progress. Students who repeat a course are required to submit all new work for class work and assignments. If a student repeats a course more than once, only the last grade for the course will be used to calculate the GPA.

**REQUIREMENTS FOR CLASS WORK AND ASSIGNMENTS**

Students are required to complete all in-class and out-of-class assignments in every course in which they are enrolled, including work done or assigned during a class period when they were absent. All work must be the student’s own work and must be newly created for each course. No work done in one class may be submitted for work required in another class without the expressed prior approval of the instructor.

**ATTENDANCE**

Students are required to attend all meetings of each class, to be in class on time, and to remain for the entire class period. Absence, tardiness or early departure from classes is not tolerated and will result in lower grades, possible probation or suspension from the college and may affect a student’s eligibility for financial aid. Students may leave a class in session only in case of emergency and at official break times, or with the permission of the instructor. Students who miss more than 45 minutes of a class session due to tardiness, early departure, or taking unofficial breaks without the permission of the instructor will be recorded as absent. There are no excused absences.

The only exception to this rule would include jury duty or a requirement beyond the normal responsibilities of a student. Job duties or anticipated obligations do not qualify for this exception. Students must provide evidence of a jury duty requirement by making an appeal to the Vice President for Academic Affairs.

During the Fall and Spring semesters students may not miss more than 20% (three weeks) of total class time. This equates to no more than 6 class sessions for classes meeting twice a week and no more than 3 class sessions for classes meeting once a week. During Maymester and Summer, students may not miss more than 20% (two weeks) of the class sessions. Absence beyond these limits will result in a grade of FN (Failure due to Non-attendance) being awarded. Students who miss more than three weeks (two weeks in Summer) in any course are given a grade of FN for that course.

If a class is missed, it is the student’s responsibility to complete all missed assignments including in-class assignments. Please keep in mind that faculty may have attendance requirements more stringent than this policy; please check your syllabi. For attendance purposes, courses which meet twice-a-week will count each class session as one-half-of-a-week.

A student with no more than four weeks absences due to circumstances beyond his or her control may appeal the failing grade. An Appeal of Failing Grade Due To Absence form must be completed and submitted to the Vice President for Academic Affairs no later than the date of the last date to withdraw for the semester. Verification and/or documentation of the circumstances necessitating the appeal are required. The decision of the Vice President for Academic Affairs is made in
consultation with the instructor. If the appeal is approved, the student may be required to do make-up work or an extra project and/or receive a lower final grade.

Non-credit students are required to complete the same attendance and class work requirements as credit students to receive a grade of P. A non-credit student who misses three or more weeks of classes or who elects not to complete homework, assigned papers or exams, is given an F.

**ABSENCE FOR RELIGIOUS HOLY DAYS**

Watkins respects the religious beliefs of all members of the community, affirms their rights to observe significant religious holy days, and will make reasonable accommodations, upon request, for such observances. If one’s religious observance is in conflict with the academic experience, the student is welcome to inform his/her instructor(s) of class or other school-functions that will be affected. It is the student’s responsibility to make the necessary arrangements mutually agreed upon by the instructor(s).

Students requesting absence from class, exam, or critique should notify the faculty member(s) as soon as the conflict is identified. Out of respect for the academic process, students should notify faculty no later than two weeks into the academic term.

- **Class absence** - from a scheduled academic class/classes due to a religious conflict that falls on the same day as the class itself.
- **Exam absence** – from an exam scheduled on a date/time in conflict with a religious holy day. Reasonable accommodations can be made to take the exam earlier or later than the date/time in conflict. If instructors require a make-up exam, they retain the right to determine the content of the exam, the conditions of its administration, with considerations given to equitable treatment.
- **Critique absence** - from a critique scheduled on a date/time in conflict with a religious holy day. Although the experience of the critique cannot be replicated, instructors may require make up work. In that case, they retain the right to determine the content and conditions, with considerations given to equitable treatment.
- **Absence due to travel associated with a particular holiday** does not constitute a reasonable request and faculty do not have to consider such requests for accommodations.
- **In no case are the absences excused; students must be mindful of overall attendance requirements.**

*Working with your professors:*
- Make contact with your instructor(s) well in advance, ideally at the beginning of the semester. Review the course syllabus and identify dates in potential conflict with your religious observance.
- Speak with your instructor(s) about and submit in writing the dates(s) and time(s) you plan to absent; copy studentlife@watkins.edu. This should be done no later than two weeks into the academic term.
- Be prepared to discuss the personal, social or cultural relevance of your request to be excused for religious observance.
• Discuss if, realistically, you need to be absent for all or part of the class.
• Present potential alternatives if you’re planning to be absent during a critical class session.
• Discuss how you plan to obtain missed info or materials due to your absence. Absence from class does not excuse you from any information shared during the missed class or other class expectations.

COLLEGE SANCTIONED EVENTS

While class attendance is required, the college recognizes that legitimate and valuable educational experiences often extend beyond the classroom and campus. When such opportunities arise, the faculty work together in a spirit of mutual cooperation regarding issues of attendance. Whenever a college-sanctioned event occurs that requires students to miss classes in order to attend or participate in the event, the students will not be penalized for class absences. College-sanctioned events must be approved prior to participating in the event. Refer to the College Catalog for guidelines applicable to college-sanctioned events.

APPEALS

If a student feels that a reasonable accommodation is being denied, she or he should discuss the issue with the Director of Student Life. If after speaking with Student Life, the student feels that reasonable accommodation is being denied, she or he should discuss the issue with the Vice President for Academic Affairs, who will serve as the final authority (following the college’s complaint and grievance procedure). Student can seek advice or guidance at any point by speaking with the Director of Student Life.

INCOMPLETE GRADES

Students who miss no more than 26% of class (typically four weeks during Fall and Spring semester courses) due to serious illness, a serious accident or injury, a serious family crisis or other extraordinary extenuating circumstance beyond their control and are not able to complete assigned work or required class or studio experiences before the end of the semester may apply for approval of an Incomplete. Students who miss more than 26% of class may not under any circumstance receive an Incomplete. Students already on academic probation are also ineligible to receive an Incomplete. The specific circumstance justifying an Incomplete must be documented in writing and provided to the instructor.

Students seeking an Incomplete must first consult with their instructor and get his or her approval. The student is responsible for securing the Request for an Incomplete form from the Office of the Registrar and for seeing that it is completed with all the required attachments. The instructor must review and approve the written documentation for the reason for an Incomplete and must provide (1) a specific list of the assignments and/or experiences that were not completed, (2) a detailed statement of the student’s grade at the time the decision was made to give the Incomplete, (3) a description of how the missed work will be evaluated when it is turned in, and (4) a detailed description of the method that will be used to compute the final grade when the missed work is completed and evaluated. The completed Request for an Incomplete form with all required
signatures and with the attached documentation and other materials as noted above must be filed in the Office of the Registrar by the date indicated on the Academic Calendar.

Students who receive an Incomplete during the fall semester must complete the course requirements no later than the first six weeks of the spring semester. Students who receive an Incomplete during the spring semester must complete the course requirements no later than six calendar weeks after the last day of class of the spring semester. Students who receive an Incomplete during the Maymester or Summer term must complete the course requirements no later than three calendar weeks after the last day of class of the Maymester or Summer term.

Once the student completes the requirements for a course, the instructor should notify the Office of the Registrar. The Office of the Registrar will then provide the instructor with a Change of Grade form for formally recording the student’s grade. Under some circumstances, the evaluation of the student’s work and the computation of the final grade may need to be done by a faculty or staff member other than the student’s original instructor.

If course requirements are not completed within the allotted time, the Incomplete automatically changes to an F.

WITHDRAWALS

Withdrawal from any class must be completed through the Registrar. If a student cannot continue or complete a class after the end of the refund period, the student must officially withdraw by obtaining a Withdrawal form from the Office of the Registrar. The withdrawal form must be initialed by the student’s advisor and returned to the Office of the Registrar.

Students who are receiving financial aid must also have their request for withdrawal initialed by the Director of Financial Aid before it can be accepted by the Office of the Registrar by the due date on the academic calendar.

Notifying the instructor will not be considered an official withdrawal. A student who completes an official withdrawal is given a grade of W. A grade of W is not used in calculating a student’s GPA, but is used in calculating Satisfactory Academic Progress. Credit students who drop out of a class but do not make an official withdrawal are given an F or FN; non-credit students are given an F.

Please check the Academic Calendar to determine the last date to withdraw each semester. After the last date to withdraw, permission of the Vice President for Academic Affairs is required in addition to the steps noted above before a request for withdrawal is accepted by the Registrar.

DROP/ADD

Drop/Adds (changes to established student schedules) during the refund period must be completed by filling out a Drop/Add form in the Office of the Registrar. All adds must be submitted before the second week of classes. All drops are subject to the published refund schedule in the academic calendar and must be submitted before the end of the refund period.