



**2013-2014**

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## 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.

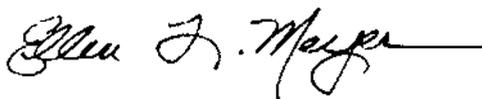
This handbook serves as a supplement to the catalog, listing specific policies and regulations of the college and outlining the services and resources available to you. Please take the time to read it carefully.

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.



Ellen L. Meyer

## STUDENT HANDBOOK 2013-2014

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.

We are so glad you are here!

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. This handbook is designed to accompany the 2013-2014 Catalog.

## 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 non-traditional 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 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)

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## ACADEMIC CALENDAR

FALL 2013		
August 17	Housing Reopens New Student Move-In	
August 18-21	Orientation for New Students	
August 19-20	New Student Registration	
August 21	Late Registration	
August 22	Classes Begin	
August 22 – Sept 5	Drop/Add Period	
August 22-28		100% Refund Period
August 29-30		75% Refund Period
September 2	No Classes, Labor Day	Campus Closed
September 3-4		50% Refund Period
September 5	Last Day to Drop/Add Last Day to Change Class Enrollment Type	25% Refund Period
September 6	Begin Withdrawal Period	No Refunds
September 6	Census Day	
October 7-11	Mid-Term Evaluation Week	
October 15	Mid-Term Grades Due	
October 21-22	No Classes, Fall Break	Campus Offices Open
November 4-8	Advising/Registration Week	
November 18	Last Day to Withdraw	
November 18	Last Day to Apply for <b>Spring 2014</b> Graduation	
November 27-29	No Classes, Thanksgiving	Campus Closed Nov 27-28, Open Nov 29 – Dec 1
December 5	Last Day to Request Incomplete	
December 12	Classes End	
December 14	Housing Closes @ 2pm	
December 21 - Jan 5	College Closed, Winter Break (Housing Reopens January 12)	

<b>SPRING 2014</b>		
January 6	College Reopens	
January 12	Housing Reopens, New Student Move-in	
January 13	New Student Orientation	
January 13-14	New Student Registration	
January 15	Late Registration	
January 16	Classes Begin	
January 16-30	Drop/Add Period	
January 16-23		100% Refund Period
January 20	No Classes, MLK Holiday	Campus Closed
January 24-27		75% Refund Period
January 28-29		50% Refund Period
January 30	Last Day to Drop/Add Last Day to Change Class Enrollment Type	25% Refund Period
January 31	Begin Withdrawal Period	No Refunds
January 31	Census Day	
February 14	No Classes, Presidents' Day Observed	Campus Offices Closed, Building Open 9am – 6pm
March 3-7	Mid-Term Evaluation Week	
March 17-21	No Classes, Spring Break	Campus Offices Open, Building Open Reduced Hours
April 7-11	Advising/Registration Week	Fall, Maymester, & Summer
April 18	Last Day to Withdraw	
April 18	Last Day to Apply for <b>Fall 2014</b> graduation	
May 2	Last Day to Request Incomplete	
May 9	Classes End	
May 10	Spring Move-out @ 2pm	
May 17	Commencement	

<b>MAYMESTER 2014</b>		
May 15	Classes Begin	
May 15	Maymester Late Registration Day	
May 15-21	Drop/Add Period	
May 15-16		100% Refund Period for Maymester Classes
May 17	Commencement	
May 19		75% Refund Period
May 20		50% Refund Period
May 21	Last Day to Drop/Add Last Day to Change Class Enrollment Type	25% Refund Period
May 22	Begin Withdrawal Period	No Refunds
May 22	Census Day	
May 26	No Classes, Memorial Day	Campus Offices Closed, Building Open
May 29	Last Day to Withdraw	
June 2	Last Day to Request Incomplete	
June 5	Classes End	
June 7	Maymester Move-out @ 2pm	

<b>SUMMER 2014</b>		
June 9	Classes Begin	
June 9	Summer Late Registration Day	
June 9-13	Drop/Add Period	
June 9-10		100% Refund Period for Summer Classes
June 11		75% Refund Period
June 12		50% Refund Period
June 13	Last Day to Drop/Add Last Day to Change Class Enrollment Type	25% Refund Period
June 16	Begin Withdrawal Period	No Refunds
June 16	Census Day	
June 30	Last Day to Apply for <b>Summer 2014</b> Graduation	
June 30- July 3	Mid-Term Evaluation Week	
July 4	No Classes, Independence Day	Campus Offices Closed
July 21	Last Day to Withdraw	
July 28	Last Day to Request Incomplete	
July 31	Classes End	
August 2	Housing Closes @ 2pm	

## ADMINISTRATIVE STAFF

### OFFICE OF THE PRESIDENT

President..... Ellen Meyer

### ACADEMIC AFFAIRS AND STUDENT LIFE

Vice President for Academic Affairs..... Joy McKenzie

Registrar..... Tracie Johnson

Assistant to the Registrar..... Shie Clark

Director of Student Life..... Samantha KW Brzozowski

Career Services Coordinator..... Patrick DeGuira

Housing Operations Manager..... Ben Smith

Library Director..... Lisa Williams

Director, Media Center..... Kristy West

### OFFICE OF ADMISSIONS

Director of Admissions..... Linda Schwab

Admissions Office Manager..... Mariam Bakhtiari

Admissions Regional Representative..... Jaime Raybin

Admissions Regional Representative..... David Hellams

Admissions Specialist..... Jenna Montazeri

### OFFICE OF FINANCIAL AID

Director of Financial Aid..... Regina Gilbert

Financial Aid Coordinator..... Lyle Jones

### FINANCE AND ADMINISTRATION

Vice President for Finance and Administration..... Mary Ellen Lothamer

Financial Associate..... Dwayne Breeding

Financial Associate..... Stephanie West

Director of Facilities..... Martin Dillingham

Assistant Director of Facilities..... Kensuke Nakamura

Residence Hall / Building Manager..... Hugo Martinez

Maintenance..... Paul Cates

Maintenance..... Bobby Turner

Director of IT and Equipment Services..... Chris McQuiston

Empower Administrator..... Lisa Raupers

Post Production and Audio Visual Engineer..... Don Kruse

Network Administrator..... Curt Lundgren

### INSTITUTIONAL ADVANCEMENT

Vice President for Institutional Advancement..... Hilrie Brown

Assistant to the Vice President for Institutional Advancement..... Evon Wood

Director of Annual Fund and External Relations..... Caroline Davis

Director of Community Education and Enrichment..... Meredith Eastburn

Community Education Coordinator..... Mary Beth Harding

## ACADEMIC FACULTY

### WATKINS FILM SCHOOL

Professor and Chair.....	Van Flesher
Professor .....	Valorie Stover Quarles
Professor .....	Steven Womack
Associate Professor.....	Robert Gordon
Associate Professor.....	Richard Gershman

### DEPARTMENT OF FINE ART

Assistant Professor and Chair.....	Kristi Hargrove
Professor .....	Terry Thacker
Assistant Professor and Studio Facilities Manager.....	Brady Haston
Assistant Professor.....	Morgan Higby-Flowers

### DEPARTMENT OF GRAPHIC DESIGN

Assistant Professor and Chair .....	Dan Brawner
Assistant Professor.....	Judith Sweeney O'Bryan
Associate Professor.....	Steve Wilkison

### DEPARTMENT OF INTERIOR DESIGN

Professor and Chair.....	Cheryl Gulley
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### DEPARTMENT OF PHOTOGRAPHY

Associate Professor and Chair .....	Robin Paris
Assistant Professor.....	Christine Rogers

### 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 POLICIES AND 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:

Samantha KW Brzozowski, Director of Student Life  
Cecy Reed Student Center Room 801  
2298 Rosa L. Parks Blvd., Nashville, TN 37228  
615.277.7406

## **HOURS**

Normal building operating hours while class is in session are Monday through Friday from 7:30am to 2:00am, Saturday from 9:00am to 10:00pm, and Sunday from 1:00pm to 10:00pm. 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.

The building is typically open extended hours leading into finals each semester.

## **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 spring and unclaimed items are sold at the Yart Sale.

## **THE CAFÉ**

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, healthy vending machines are located at the entrance to the café from the main academic building.

## **SMOKING**

Watkins is a **smoke-free** facility. No smoking 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. Watkins participates in the cigarette butt brigade with Terracycle and upcycles all butts and packaging.

At no time are students allowed to smoke in or just outside entrance doors, on the Student Center boardwalk, in residence hall breezeways, 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 Tobacco Control Initiative of Davidson County at [http://health.nashville.gov/HAE/hae\\_tobacco.htm](http://health.nashville.gov/HAE/hae_tobacco.htm).

## **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 reception desk.

## **CLASS AND MEETING ROOMS, 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 go directly to the Office of the Registrar and reserve the room. For non-academic uses, students should contact the Director of Student Life via email, including 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.

## **EQUIPMENT CHECKOUT**

Students may utilize Film School, Fine Art and Photo equipment from the Watkins Media Center only to complete class projects. 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. Equipment must be obtained from and returned to the Media Center equipment room staff during specified hours. No other staff or faculty can accept the return of equipment. Students should obtain a *Media Center Policy Manual* for more specific information regarding policies and procedures involving equipment.

## **METAL AND WOOD SHOP POLICY**

Each semester the sculpture studio will hold at least two access sessions. Any student NOT enrolled in a 3D design class or a sculpture class will be required to attend one of these sessions each year in order to have access to the sculpture studios. 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 hour and a half. 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. We have a workstudy serving as a studio monitor for a minimum of three sessions per week. Students who have access will be able to work during this time. **FAMILY MEMBERS AND PERSONS NOT AFFILIATED WITH WATKINS ARE PROHIBITED FROM USING THE FACILITIES OR 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.

## **SAFETY IN ART MAKING**

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

### ***Food, Liquids and Controlled Substances***

- food, water, alcohol or other liquids
- prescription or over-the-counter medications

### ***Chemicals and Hazardous Materials***

- potentially hazardous materials
- requiring special ventilation
- large amounts of materials/supplies not typically used

### ***Biomatter, Bloodborne Pathogens (BBP) and Organic Materials***

- live animals, untreated hides, taxidermy or biomatter (living or recently living organisms)
- bloodborne pathogens (BBP): blood, urine or other bodily fluids
- decomposing materials
- plants, soil, sand or rocks

### ***Performative***

- audience interaction/audience participation
- actions that may place duress on the body

### ***Weapons***

- weapons or objects that resemble weapons

### ***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 closures (tents, roofs etc.)
- window coverings

### ***Electrical and Sound Levels***

- bare wiring, spliced wires, invented or altered electrical items

### ***Alternative Spaces***

- Watkins public spaces: hallways, sidewalks, exterior facing windows
- ceilings: pipes, drop-down or sprinkler systems

### ***Fire and Safety***

- candles, open flames
- fire extinguishers, exit signs or alarm systems as artwork
- potential tripping hazards
- projects that block egress

### ***Community and Courtesy***

- confidentiality
- privacy and 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.

## **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 this 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 the board opposite the water cooler or taped to metal rails around the building. Bulletin boards outside the theater and in the 500 hallway may be available upon request; students who wish to post information there must obtain approval from Student Life. Flyers, posters, and other materials placed on walls or others areas besides bulletin boards will be subject to removal.

## **FOOD POLICY**

Food or drink in the theater, except for bottled water, is prohibited during class sessions. 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.

## **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 Business Office at no cost. The college will ticket and/or tow automobiles in violation of the parking regulations.

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 students with disabilities or when blocking a fire lane, drive or walkway.

## **RECYCLING**

Watkins College of Art, Design & Film is dedicated to recycling. 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.

## **ID CARDS**

A Student ID Card is issued to each student following initial registration. Students should carry ID cards 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. Cards are issued by the Office of Student Life during registration for the first semester of attendance to new students. Replacement cards for lost, stolen, or damaged cards are available at any time after initial registration for a cost of \$2. The cards are updated each subsequent registration period with dated validation stickers. Bar-coded labels added by the library staff are required to check out materials from the library. 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 ID card to the Office of Student Life.

## **CELL PHONES**

All cell phones should be turned off 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.

Physical injury or other medical problems, as well as loss or damage to personal property resulting from fire, theft or other causes cannot be the responsibility of the college. 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. 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.

The full Campus Crime and Safety Report is available on the web from <http://www.watkins.edu/about-watkins/> and updated annually each October.

### 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 tornados 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](http://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.

Items that are prohibited in Watkins residences:

Halogen lamps or any open flames of any type, including candles, the burning of incense, coals, and other combustible chemicals are prohibited.

Use of multiple electrical adapters, appliances with frayed cords, or ungrounded electrical appliances is prohibited.

## **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**

College is more than what is learned inside the classroom. Student Life includes everything that happens outside the class and studio. The mission of the Office of Student Life is to identify and provide learning and social opportunities designed to enhance the student experience at Watkins College of Art, Design & Film. We strive to create an environment of inclusion, safety, involvement and community to produce successful practicing artists. The office manages the following: career planning, disability services, counseling, housing, 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. 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.

The Office of Student Life will support students in communicating with professors to arrange and implement the approved accommodations. Students with disabilities are encouraged to communicate with their faculty, but are not required to disclose specific diagnoses. Upon student request, a letter will be sent to faculty members outlining approved accommodations and beginning the dialogue toward implementation for that semester. 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.

For additional information contact the Director of Student Life. The Director can be contacted by phone at **615.277.7406** or at **studentlife@watkins.edu** and is located in the Cecy Reed Student Center, room 801.

## INTERNATIONAL STUDENT ADVISING

Questions and problems regarding immigration matters or other international student concerns should be directed to the Director of Student Life. Any other concerns should be presented to the Vice President for Academic Affairs.

## STUDENT WELLNESS

### IMMUNIZATIONS

As of November, 2010, 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 **chick-enpox** 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> or <http://health.state.tn.us/CEDS/required.htm>

## **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 an area counseling practice that will cover the cost of three counseling visits per academic year. The counseling service is offered off-site and designed to help students identify problems and seek solutions. The program is a prepaid service to students and their immediate families, providing three face-to-face sessions per academic year 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 or to refer herself or himself. Watkins College of Art, Design & Film will not know or ask the names of students who access the program. 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. Most problems can be identified and a plan for achieving resolution developed within the three covered sessions. Beyond these three sessions, the counselor may make a referral to another appropriate service or may advise the student to seek continued visits.

Students may call the *Association for Guidance, Aid, Placement and Empathy (AGAPE)*, who is the contracted provider of this service, at 615.781.3000 to speak with an intake counselor and to make arrangements for a first appointment. Visitation hours can be scheduled any Monday through Friday at 4555 Trousdale Dr, Nashville, TN, 37204.

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

## **SEXUAL ASSAULT SURVIVOR INFORMATION**

Surviving a sexual assault or attempted sexual assault is challenging. Please know that Watkins has assistance in place for you. The following suggestions and resources are available to anyone who may have been or may be involved in a sexual assault, whether as a survivor, the friend of a survivor, or someone who otherwise has knowledge of an event.

Go to a safe place.

- If you can, and if it will help, call someone to be with you so that you are not alone. This person may be a friend, family member, or Watkins faculty or staff. If you do not know who to call, please call the front desk at 615.383.4848 and ask for the Director of Student Life. Communicate that this is an emergency and you will be given the cell phone number for immediate contact, if necessary.
- You may also want to call AGAPE Counseling Services at 615.781.3000.
- Though it may be hard to resist, if you have any thought of reporting this as a crime, please do not take a bath or shower or otherwise clean yourself or your clothing. Do not douche, urinate, eat, drink, bathe or change clothes so that evidence will be preserved.
- Seek immediate medical assistance to evaluate any risk of injuries, disease or pregnancy. Medical evaluation may also provide evidence, should you decide to prosecute.
- Reporting
  - Please report any incident of sexual assault as soon as reasonable to the Director of Student Life.
  - Please report any rape to the Nashville Metro Police at 615.862.8600. This is the non-emergency number. If you are able to reach a phone while you still feel you are in danger, please call 911.
  - Neither the involvement of the Director of Student Life nor a report to the Nashville Metro Police obligate you to prosecute. However, if evidence and your ability permit, we strongly encourage you to do so. The Director of Student Life is available to serve as your advocate in this process.
- Confidentiality
  - Every attempt will be made to keep an accused, survivor or third party's identity confidential. Watkins cannot, however, guarantee complete confidentiality in a situation where a threat of substantial danger to any member of the community exists. Every effort will be made to prevent the sharing of any identifying information of the survivor or third party. AGAPE Counseling operates under different reporting requirements and may be able to provide fully confidential service.
- Watkins personnel will work with both the survivor and the accused (if both are students of the college) to take reasonable steps to prevent unnecessary or unwanted contact. This may include changes in course enrollment/scheduling and living arrangements, if appropriate. If it is deemed in the best interest of the College community, a no-contact order between the parties may be put in place.

## **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 the clinics listing under Nashville Area Attractions and Things to Do for referrals, including 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](http://btc.nashville.gov).

## **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 a workshop program that brings in community leaders and businesses 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 the bulletin board in the 500 hallway and also 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. 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 2013-2014 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 \$1200 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 Housing Operations Manager for more information at 615.916.5395 or [studentlife@watkins.edu](mailto:studentlife@watkins.edu).

All Watkins students are expected to be aware of and abide by the code of Student Conduct. Additionally, students in residence must be aware of and abide by the Watkins College Technology Agreement (through IT) and the residence hall policies in the Resident Guide. All questions or concerns should be directed to a Resident Advisor or the Housing Operations Manager.

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.

## **STUDENT ACTIVITIES**

### **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.

### **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.

Requirements for a student organization include:

- A stated mission and purpose for being,
- A faculty advisor,
- A minimum of 7 degree-seeking students committed to 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 reactivating a past organization or starting a new one should 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 contact the Director of Student Life.

### **CO H**

Company H is a collective of students who meet 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](mailto:companyh@watkins.edu)

### **ASID**

The American Society of Interior Designers (ASID) is a nonprofit professional society 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. Students interested in the Watkins chapter should contact the Chair of Interior Design.

## **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, 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.

## **NASHVILLE AREA ATTRACTIONS AND THINGS TO DO**

This is only a partial listing of the many entertainment options in the Nashville area. For additional information go to <http://www.nashville.gov/play.asp>

### **ART GALLERIES**

#### ***The Arcade***

5th Ave N at Church and Union Streets  
Hosting the First Saturday Gallery Crawl  
Coop [www.coopgallery.org](http://www.coopgallery.org)  
Twist [www.twistartgallery.com](http://www.twistartgallery.com)

#### ***Cumberland Gallery***

4107 Hillsboro Circle  
Nashville TN 37215

#### ***Rymer Gallery***

233 5th Ave N  
Nashville TN 37219

#### ***Zeitgeist***

516 Hagan St  
Nashville TN 37203  
615.256.4805  
[www.zeitgeist-art.com](http://www.zeitgeist-art.com)

### **ART MUSEUMS**

#### ***Fisk Galleries***

##### **Aaron Douglas Gallery**

##### **Carl Van Vechten Gallery**

both at Fisk University  
1000 17th Avenue North  
Nashville TN 37208  
615.329.8720

#### ***Parthenon***

2600 West End Avenue  
Nashville TN 37201  
615.862.8431  
[www.nashville.org/parthenon](http://www.nashville.org/parthenon)

#### ***Cheekwood Botanical Garden and Museum of Art***

1200 Forrest Park Drive  
Nashville TN 37205  
615.356.8000  
[www.cheekwood.org](http://www.cheekwood.org)

Within its fifty-five acres, the Cheekwood Botanical Garden and Museum of Art is a complex institution rich with history, beautiful gardens and fine art. The Botanical Garden showcases fine horticultural collections, acclaimed for their diversity and quality. The Museum of Art presents American and European art and is recognized as a center for contemporary art in the Southeast. These collections reside in one of the grandest estates in Nashville, the former Cheek residence. Named to the National Register of Historic Places, the mansion and the original boxwood gardens are an amazing work of architecture and design and the ideal setting for the gardens and art museum.

#### ***Frist Center for the Visual Arts***

919 Broadway  
Nashville TN 37203  
615.244.3340  
[www.fristcenter.org](http://www.fristcenter.org)

The Frist Center for the Visual Arts is a nonprofit visual arts exhibition center with approximately 24,000 square feet of gallery space, dedicated to presenting the finest visual art from local, state, and regional artists, as well as major US and international exhibitions. The Frist is constructed in what was formerly Nashville's historic main post office, a city landmark that was placed on the National Register of Historic Places in 1984. The Frist Center has a College Advisory Committee in which Watkins students can participate. This committee organizes free admission nights as well as various events to encourage support of the arts. On Thursday and Friday evenings from 5:00 to 9:00pm, the Frist Center hosts college nights; you can view current exhibitions and enjoy live music. Just bring your Watkins ID.

## **INDEPENDENT FILM**

### ***Belcourt***

2102 Belcourt Ave  
Nashville TN 37212  
615.383.9140  
www.belcourt.org

## **FITNESS**

### ***YMCA Northwest***

3700 Ashland City Hwy  
Nashville TN 37218  
615.242.6559  
www.ymcamidtn.org

### ***YMCA Downtown***

1000 Church St  
Nashville TN 37203  
615.254.0631

### ***East Park Community Center***

700 Woodland St  
Nashville TN 37206

## **GREAT OUTDOORS**

### ***Cumberland River Greenway***

Freeland Station Trailhead  
Turn right on Rosa L Parks Blvd, right on  
Mainstream, then left on Freeland Station Rd

### ***Bicentennial Capitol Mall State Park***

600 James Robertson Parkway  
Nashville TN 37243

### ***Centennial Park***

West End Ave and 25th Ave  
Nashville TN 37201  
615.862.8400

### ***Radnor Lake State Park***

1160 Otter Creek Rd  
Nashville TN 37220  
615.373.3467

### ***Shelby Park and Shelby Park Golf Course***

2021 Fatherland St  
Nashville TN 37206  
615.862.8474

### ***Edwin and Percy Warner Parks***

7311 Highway 100  
Nashville TN 37221  
615.352.6299

### ***Labyrinth at Scarritt-Bennett***

1008 19th Ave. S  
Nashville TN 37212  
615.340.7450

## **LIBRARIES**

### ***Nashville Public Library – Main Branch***

615 Church St  
Nashville TN 37219-2314  
615.862.5800

### ***Nashville Public Library – Looby Branch (featuring the Looby Theater)***

2301 Metro Center Blvd  
Nashville TN 37228  
615.862.5867

### ***Vanderbilt Libraries***

419 21<sup>st</sup> Ave S

### ***Nashville TN 37203***

The Vanderbilt University Libraries (except Eskin Biomedical Library) are open to the public during designated daytime business hours, Monday – Friday. On evenings and weekends, libraries have designated hours when a Vanderbilt ID card is required for entry. Please visit <http://hours.library.vanderbilt.edu/index.php> to confirm hours.

## **PERFORMING ARTS**

### ***TPAC***

James K Polk Cultural Center  
505 Deaderick St  
Nashville TN 37208

### ***Nashville Ballet***

3630 Redmon St  
Nashville TN 37209-4827  
615.297.2966

[www.nashvilleballet.com/](http://www.nashvilleballet.com/)

### ***Nashville Symphony Orchestra***

General info: 615.783.1200  
<http://www.nashvillesymphony.org/>

The Nashville Symphony offers SoundCheck – a program created specifically for college students. Students may register for free and then purchase two tickets to select Nashville Symphony performances for just \$10 each. For more information, visit [www.nashvillesymphony.org](http://www.nashvillesymphony.org) or email [SoundCheck@nashvillesymphony.org](mailto:SoundCheck@nashvillesymphony.org).

***Nashville Opera Association***

3628 Trousdale Dr, Suite D

Nashville TN 37204

615.832.5242

<http://www.nashvilleopera.org/>

***Tennessee Repertory Theater***

505 Deaderick St

Nashville TN 37243

615.782.4000

[www.tnrep.org](http://www.tnrep.org)

**SHOPPING**

***Walmart***

7044 Charlotte Pike

Nashville TN 37209

615.352.1240

***Target***

6814 Charlotte Pike

Nashville TN 37209

***Mall at Green Hills***

2126 Abbott Martin Rd

Nashville TN 37215-2690

615.298.5478

[www.themallatgreenhills.com](http://www.themallatgreenhills.com)

***Hillsboro Village***

21st Ave S

Nashville TN 37212

[www.hillsborovillage.com](http://www.hillsborovillage.com)

***Opry Mills***

433 Opry Mills Dr

Nashville TN 37214-2440

[www.oprymills.com](http://www.oprymills.com)

***Cool Springs Galleria***

1800 Galleria Blvd.

Franklin TN 37067

**Grocery**

***Farmer's Market***

900 Eighth Ave

Nashville TN 37208

615.244.3030

[www.nashvillefarmersmarket.org](http://www.nashvillefarmersmarket.org)

***Kroger***

800 Monroe St

Nashville TN 37208

615.256.6506

***Harris Teeter***

2201 21st Ave S

Nashville TN 37212

615.269.7818

***Trader Joe's***

3909 Hillsboro Pike

Nashville TN 37215

615.297.6560

***Whole Foods***

4021 Hillsboro Pike

Nashville TN 37215

615.440.5100

**Art Supplies**

***Jerry's Art-a-Rama***

5361 Mt View Dr

Antioch TN 37013

615.731.5901

[www.jerrysartarama.com](http://www.jerrysartarama.com)

***Plaza Art***

633 Middleton

Nashville TN 37203

615.254.3368

[www.plazaart.com](http://www.plazaart.com)

***And***

3458 Dickerson Pike

Nashville TN 37207

615.873.2222

**TRANSPORTATION**

***MTA***

130 Nestor St

Nashville, TN 37210

615.862.5969

[www.nashvillemta.org](http://www.nashvillemta.org)

***Nashville Cab***

615.883.2323

[www.nashvillecab.com](http://www.nashvillecab.com)

***SuperShuttle***

800.BLUE.VAN (800.258.3826)  
reservations@supershuttle.com  
www.supershuttle.com

**BANKS*****US Bank***

Tennessee Plaza Office  
150 4th Ave N  
Nashville TN 37219  
615.251.0800  
www.usbank.com

***AmSouth***

North Nashville Branch  
1200 Eighth Ave N  
Nashville TN 37208  
615.748.2326  
www.amsouth.com

***Fifth Third***

2054 Rosa L Parks Blvd  
Nashville TN 37228  
615.248.0729  
www.53.com

***SunTrust***

1201 D B Todd Jr Blvd  
Nashville TN 37208  
615.340.0250  
www.suntrust.com

**CLINICS*****Planned Parenthood***

412 D B Todd Jr Blvd  
Nashville TN 37208  
615.321.7216

***Tennessee Urgent Care***

339 White Bridge Rd  
Nashville TN 37209  
615.356.6877

***Faith Family Medical (serving the uninsured)***

326 21st Ave N  
Nashville TN 37203  
[www.faithmedical.org](http://www.faithmedical.org)

***East Public Health Center***

1015 East Trinity Lane  
Nashville TN 37216  
615.862.7916

***Lentz Public Health Center***

311 23rd Avenue North  
Nashville TN 37203  
615.340.5616

***CVS Minute Clinic***

3801 Hillsboro Pike  
Nashville TN 37215  
[www.minuteclinic.org](http://www.minuteclinic.org)

***Meharry Dental Clinic (low-cost emergency service by graduate dental students)***

615.327.6669

**CRISIS LINES*****911******AA******Middle Tennessee Central Office***

176 Thompson Lane #G-1  
Nashville TN 37211  
615.831.1050

***National Sexual Assault Hotline***

1-800-656-HOPE

***RAYS***

Rape and Sexual Abuse Center  
25 Lindsley Ave  
Nashville TN 37210  
615.259.9055  
800.879.1999

***Suicide Helpline at Centerstone***

888.291.4357

**LEGAL*****Volunteer Lawyers and Professionals for the Arts***

615.743.3055  
[www.abcnashville.org](http://www.abcnashville.org)

## STUDENT 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.

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 review the incident report. 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 dismissal.

## **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 dismissed from the College.**

## **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, laughter and the making of offensive noises, and disruptive entering and leaving of the classroom. 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 College of Art, Design & Film provides a drug-free learning environment. The manufacture, distribution, possession or use of illegal drugs on the property of Watkins College of Art, Design & Film, 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.

Students of Watkins College of Art, Design & Film are responsible for knowing and complying with all applicable state and local laws that make it a crime to possess, sell, or manufacture those drugs considered to be controlled substances by the State of Tennessee. 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 dismissal. Information on drug counseling, rehabilitation, and assistance programs may be obtained through the Nashville Alcohol and Drug Council by telephone at 615.269.0029.

Watkins College of Art, Design & Film policy on alcohol use is consistent with federal and state regulations that state that individuals under the age of 21 should not consume alcoholic beverages.

The only places on campus where students 21 or older may routinely possess and consume alcoholic beverages are within the rooms and apartments of students who are of legal drinking age. Students 21 and older may possess and consume alcoholic beverages at on-campus events where alcohol is served by a licensed bartender following college policies. Students may not consume alcohol during class meetings, nor should they arrive to class inebriated.

Students found to be in possession of alcohol outside of the above are in violation of the alcohol policy and may be subject to disciplinary procedures. For any questions, contact the Office of Student Life.

## **FIREARMS ON CAMPUS**

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 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 or are used as fireworks, explosives, or pyrotechnics is prohibited. Any exceptions must be authorized in writing by the President of the College.

## **HARASSMENT/TITLE IX COMPLAINTS**

Verbal or physical conduct by any employee, faculty member, or student 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 classroom environment that is free of illegal harassment or discrimination.

It should be understood that harassment is primarily “in the eye of the beholder.” Any employee, faculty member, or student who believes that the actions or words of a supervisor, fellow employee, faculty member, or student constitutes illegal harassment has a responsibility to report or complain as soon as possible. It should also be noted that the definition of harassment is not limited to the supervisor-employee or faculty-student relationship. Peer harassment of fellow employees or students will also be reported.

No faculty or staff member is to threaten or insinuate, either explicitly or implicitly, that an employee’s or student’s refusal to submit to sexual advances will adversely affect the person’s employment, grades, wages, advancement, assigned duties or career development. In addition, no faculty or staff member is to favor in any way any employee, student or applicant because that person has performed or shown a willingness to perform sexual favors for the faculty or staff member.

Other sexually harassing conduct at Watkins is also prohibited. Such conduct includes, but is not limited to: sexual flirtations, touching, advances, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words used to describe an individual; and the display of sexually suggestive objects or pictures (the appropriate display of undraped figurative art objects excepted). Any sexual relationship between a student and a faculty member or between a student and a staff member is expressly prohibited. Pursuit of such a relationship may constitute harassment.

**Any student who has a complaint regarding sexual harassment or Title IX discrimination should immediately contact the Director of Student Life.** All reports of harassment or of a consensual sexual relationship between a college employee and student will be investigated promptly, in a manner as impartial and confidential as possible. Formal complaints of sexual harassment of any student will be addressed by the Director of Student Life in the following manner: Upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the complaint, the Director of Student Life will issue a finding and seek to resolve the matter. In cases in which a student chooses not to file a formal complaint, the college may still take appropriate action being mindful of the complainant's desire for confidentiality. In all cases, the person making a complaint is to be informed in writing about the findings and conclusions reached regarding the complaint.

Any employee who is found, after appropriate investigation, to have engaged in illegal harassment or a consensual sexual relationship with a student will be subject to appropriate disciplinary action, up to and including termination. For students, appropriate disciplinary action can include suspension or dismissal. Sexual harassment may also constitute a violation of state or federal law.

## **SEXUAL MISCONDUCT**

All members of the Watkins community are expected to treat each other with the respect afforded in adult interactions. As such, all community members should refrain from any verbal or physical act that is sexual in nature and performed without the consent of all parties involved. Please keep in mind that effective consent cannot be given by someone who is underage, under the influence of alcohol or other drugs, under duress, or otherwise incapacitated. Any student accused of sexual misconduct will proceed through the standard disciplinary process toward a prompt and equitable resolution, which includes at the minimum a meeting with the Director of Student Life. While we do not have mandatory sanctions, any student found responsible for sexual misconduct should expect no less than the loss of privilege of on-campus residency (if a resident) and disciplinary probation.

## **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 are encouraged to seek assistance with this process from the Vice President for Academic Affairs, the Director of Student Life, any Department Chair, their academic advisor, or any other member of the faculty or staff, as appropriate.

### 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 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. Students uncertain about the proper channels or process are encouraged to seek advice from the Vice President for Academic Affairs, the Director of Student Life, any academic Department Chair, and/or their faculty advisors.

### 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 three faculty 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

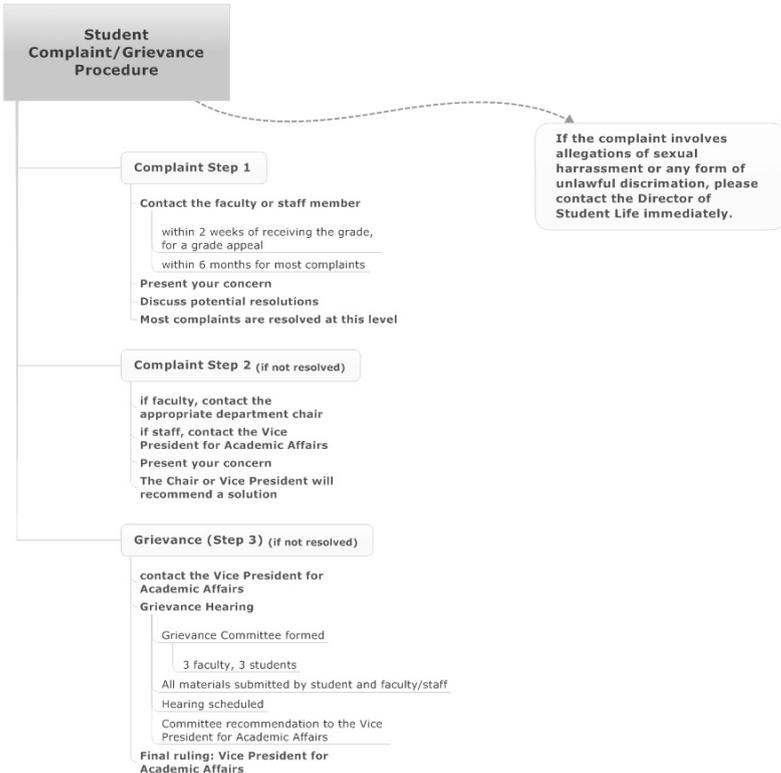
Director of Student Life will be present at the hearing in order to ensure equity. While every effort is made to schedule this hearing promptly, semester breaks may require additional time.

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.



## **LIBRARY**

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 life-long 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.-8:30 p.m., Friday 9 a.m. - 4 p.m. and Saturday 1 p.m.- 5 p.m. when class is in session. The hours are subject to change in the summer and during breaks. 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 item 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](http://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.

## **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 bankcard credit within two weeks after the drop/add form is submitted to the Office of the Registrar.

## **AUTHORIZATION TO RELEASE OR HOLD OVERTAGES**

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 student aid programs.** Its mission is to provide students, pursuing a quality visual arts education, funding options that are available to finance 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 services in a user-friendly environment, and a high standard of knowledge and training in the areas of student financial assistance.

### APPLYING FOR FINANCIAL AID

Students interested in applying for financial aid at Watkins must apply each academic year and meet the following requirements:

- Complete the Free Application for Federal Student Aid (FAFSA);
- Complete the Institutional Application for Financial Aid;
- Enroll as a regular student in a degree or certificate program;
- Meet general eligibility requirements for federal, state, and institutional aid; and
- Maintain Satisfactory Academic Progress (SAP).

### TYPES OF FINANCIAL AID

**Federal** includes Pell and Supplemental Educational Opportunity Grants (SEOG), Federal Work-Study, Federal Direct Subsidized, Unsubsidized and Parent Loan (PLUS) for Undergraduate Student loans. Other Federal programs include Veterans' Educational Benefits and the Yellow Ribbon Programs. Please refer to Section 14.15 for more details.

**Non-Federal** includes private and alternative loans.

**State Programs** include TN Student Assistance Awards, TN HOPE Scholarships and HOPE Dual Enrollment, Foster Child and Helping Heroes Grants, Dependent Children and Ned McWherter Scholarships. Other state programs include Vocational Rehabilitation Assistance.

**Institutional Programs** include **Grants:** Watkins Grant; **Scholarships:** Institutional merit-based, Academic, Departmental Scholarships and **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 for coordination 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)

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

General SAP Requirements: the BFA Interior Design has 120 credit hours and 180 max attempted.

- Must achieve a cumulative GPA of 1.50 for 0-24 attempted hours
- Must achieve a cumulative GPA of 1.75 for 25-57 attempted hours
- Must achieve a cumulative GPA of 2.0 for 58+ attempted hours
- 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

DEGREE	PROGRAM	CREDIT HOURS REQUIRED	MAXIMUM ATTEMPTED CREDIT HOURS ALLOWED (150%)
BFA	FILM	120	180
BA	ART	120	180
BFA	FINE ARTS	120	180
BFA	GRAPHIC DESIGN	120	180
BFA	INTERIOR DESIGN	120	180
BFA	PHOTOGRAPHY	120	180
CERTIFICATE	FILM	45	68

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 academic year (spring) using the quantitative and qualitative methods to ensure completion within the 150% timeframe. Students attending summer semester will be evaluated at the end of term.

### QUALITATIVE REQUIREMENT – CUMULATIVE GPA

Students are expected to achieve the minimum **CUMULATIVE** GPA as listed below based on attempted hours and grade level in order to meet SAP requirements:

0-24 hrs.	Year 1	CUM GPA must be a minimum of 1.50
25-57 hrs.	Year 2	CUM GPA must be a minimum of 1.75
58+ hrs.	Year 3, beyond	CUM GPA must be a minimum of 2.00
Film Certificate Program		CUM GPA must be a minimum of 2.00

### QUANTITATIVE REQUIREMENT – COMPLETION RATE

Students are expected to successfully complete at least 67% of all *attempted* credit hours enrolled for each semester at Watkins College. 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 MAJOR

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

### ACADEMIC PROBATION

Students who fail to meet the general SAP requirements OR placed on Academic Probation during the period of evaluation will not qualify for student aid. However, a student may submit a written appeal on the basis of an extenuating circumstance. 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 Progress (FSAP) Appeal Form*, *documentation* supporting the *extenuating circumstance* and a *plan of action* toward 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 who 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 loses financial aid eligibility and does not appeal or if the appeal is denied, he/she will not receive financial aid until eligibility is reestablished at their own expense.* Suspension of your financial aid does not mean that you may not enroll at Watkins College as a paying student as long as you meet the academic requirements for enrollment as described in the College catalog. Once requirements have been met, the student must contact the Office of Financial Aid and ask for a reinstatement of student aid eligibility consideration. At that time, the student's academic records will be assessed to determine if aid can be reinstated.

NOTE: Only classes taken at Watkins will be considered for reinstatement of student aid when a student loses eligibility based on academic progress.

### **ACADEMIC DISMISSAL**

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 either 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. **NOTE:** TN HOPE SCHOLARSHIP students are required to seek approval to change enrollment status if the change occurs after(underlined) the first day of class. Enrollment changes can only be approved for a documented(underlined) 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 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 the scholarship.*

## **REFUND POLICIES**

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 are earned by the student. Students who attend and complete more than 60% of the semester and withdraw 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 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 calculation, the student's new charges are \$2500; the federal refund policy allows the student to keep \$1500 of his or her student aid 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 will be 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:

- Federal Direct Unsubsidized
- Federal Direct Subsidized
- Federal Direct Parent (PLUS)
- Federal PELL Grant
- Federal SEOG Grant
- Other Title IV aid programs
- State Aid, as required

## **LOAN ENTRANCE AND EXIT INTERVIEWS (MANDATORY FEDERAL REQUIREMENT)**

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

Financial Aid Awareness Counseling is required for all students who have student loans at Watkins or from a previous college. This session will help students with debt management and responsible borrowing as well as increase student awareness of their loan debt.

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

## **NEW STUDENT FINANCIAL AID INFORMATION**

During the summer, all new students will receive a NEW STUDENT ORIENTATION package to formally introduce students to the processes, departments, and other pertinent information that will be helpful in the transition to college life. Student Financial information will be included in this package to orient the student to the financial aid process and provide other pertinent information. Upon arrival on campus, a MANDATORY Q & A for Student Financial Services will be held during orientation for students in order to address important information outlined in this packet as well as any questions or concerns. 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 another 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.

## 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; room scheduling; 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 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. Freshmen: 0-30 credit hours, Sophomores 31-60 credit hours, Juniors 61-90 credit hours, Seniors 91-120 credit hours. After this early registration period, rolling registration provides students unlimited opportunity to register before the next term begins. Students who do not register during the scheduled registration periods are provided with another opportunity to register during late registration periods at the start of each term. A schedule of courses is published 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.

Students register by classification; therefore, those students with more earned hours are permitted to register first. 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 register in person at their assigned times; other representatives will not be allowed to complete the process for the student. Registrations are not accepted by 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. Financial aid forms and requirements must be completed by the deadlines established by the Office of Financial Aid before a student may register; otherwise the student is required to pay in full. 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.

An 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 consultation, schedule approval and completion of the registration process.

## **LATE REGISTRATION**

Students presenting to register during scheduled registration periods must also complete academic advising and should be cautioned that class availability may be limited. Students registering for courses after the initial class meeting must obtain permission of the instructor before registration is permitted. Students will be counted absent for any sessions previously missed.

## **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 the catalog in effect for the semester in which registration is intended.

## **DROP/ADD PERIOD**

Students are permitted to make changes to their registration during the designated drop/add period. Students who wish to drop from a class must submit a drop/add form to the Registrar. Any student who wishes to add a class **MUST** submit a signed approval from his/her advisor **AND** from the class instructor. 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 on pages 7-9 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.

## **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**

Students are notified in writing of failing or near-failing grades at the mid-term of each semester. At mid-term, instructors will post grades only for those students whose work is judged to be unsatisfactory (D+, D, D-, F) or any student who has missed the equivalent of 2 weeks of classes at mid-term (FN).

Grade reports with final grades are mailed at the end of every semester. Grades are distributed via mail only and cannot be picked up "in person" from the Registrar or any faculty member. Grades must be mailed to the preferred address on file in the Watkins database. Grades 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.

Grade reports are held if a student has not cleared all financial, equipment use, and library obligations to the college. Students should contact the Registrar if they do not receive their grades within two weeks after the end of classes.

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 grade reports, 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. Students must notify the Registrar if they are traveling home during semester breaks and wish their grade reports to go to their non-school address.

## **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**

Any student may change his or her program of studies, major, or concentration after enrolling at Watkins. This change must be made by the student in writing by submitting the appropriate forms 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.

## **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 2012-2013 catalog. If you have any questions after reading this information, please contact the Registrar.

## **ACCREDITATIONS AND AFFILIATIONS**

Watkins College of Art, Design & Film is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC) to award the Bachelor of Fine Arts degree, the Bachelor of Arts degree, and the Certificate in Film. Information regarding SACS standards and concerning the accreditation status of the College may be obtained from the Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur Georgia 30033-4097; by telephone at (404) 679-4500; or online at <http://www.sacscoc.org>.

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 is a member of the Tennessee Independent Colleges and Universities Association (TICUA), 1031 17th Avenue South, Nashville Tennessee 37212-2201,(615) 242-6400, <http://www.ticua.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), and the Metro Nashville Arts Commission (MNAC).

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.

## **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, the Registrar, 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.

An appointment may be made with an academic advisor at any time the student wishes to discuss a plan of studies. Each student must have her or his registration schedule approved during an appointment with the assigned advisor before registering. Advisors must also approve Drop/Add and Withdrawals.

## **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. 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 are bound by 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 may be petitioned to the Vice President for Academic Affairs who has final authority for approval or disapproval. 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.

## GRADUATION

The BFA Degree is awarded to students who have earned a minimum of 120 semester hours in an approved major program of study. The Certificate in Film is awarded to students who have earned a minimum of 45 semester hours in an approved major area of specialization. All degree candidates must have fulfilled all course and hours requirements for the degree, must have met the college's residency requirement, must have earned an overall cumulative grade point average of 2.0 (C) or better, as well as a 2.0 (C) cumulative grade point average 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 catalog. All certificate candidates must have fulfilled all course and hours requirements for the certificate, have earned an overall cumulative grade point average of 2.0 (C) or better, as well as a 2.0 (C) cumulative grade point average in the major area of study.

## 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.*

## 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.

Letter grades are as follows:

		Quality Points:
A	Superior work	4.000
A-		3.667
B+		3.333
B	Above average work	3.000
B-		2.667
C+		2.333
C	Average	2.000
C-	Minimum passing grade for major	1.667
D+		1.333
D	Passing, (except in major) but below average	1.000
D-		0.667
F	Failing	0.000
FN	Failure due to non-attendance	0.000
I	Incomplete	
W	Official Withdrawal	
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 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 one hour of a class session due to tardiness, early departure, or taking unofficial breaks without the permission of the instructor will be recorded as absent.

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.

Students may miss no more than 20% (typically 3 weeks during Fall and Spring semester courses) per course FOR ANY REASON to receive credit for the course. Please review your syllabus to determine how many class meetings this represents in a given course. There are NO EXCUSED ABSENCES - all absences count toward the maximum allowed absences. 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.

A student with no more than four weeks absence 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.

## **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.

### **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](mailto: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.

### **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.

## **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. If Drop/Add falls on a holiday, refunds will be determined on a case-by-case basis.

